

waybill guide

Proper preparation of waybills will reduce the likelihood of accessorial charges, as well; it will assist in assuring that your packages are not delayed by unnecessary confusion. To better help you prepare your waybills, follow the step-by-step guide below.

1. DATE DAY MO. YR.		2. SHIPPER'S ACCT. NO.		3. SHIPPER'S REF.		4. SHIPPER ADDRESS CITY PROV. POSTAL CODE	5. RECEIVER ADDRESS CITY PROV. POSTAL CODE	6. DESCRIPTION OF GOODS	7. SHIPPER'S NAME (PLEASE PRINT)	8. SHIPPER'S PHONE NO.	9. PREPAID <input type="checkbox"/> PAYMENT RECEIVED <input type="checkbox"/> COLLECT <input type="checkbox"/> 3RD PARTY <input type="checkbox"/> ACCT. NO. <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> CREDIT CARD TYPE AND NO. <input type="checkbox"/> EXP. DATE <input type="checkbox"/>	10. TIGER ENVELOPE <input type="checkbox"/> TIGERPAK <input type="checkbox"/> OTHER <input type="checkbox"/>	11. DANGEROUS GOODS <input type="checkbox"/> HEAT <input type="checkbox"/>	12. C.O.D. SHIPMENT (CASH OR CERTIFIED CHEQUE PAYABLE TO TIGER COURIER INC.) AMOUNT \$	13. DECLARED VALUE \$	14. INSURANCE DECLINED <input type="checkbox"/> INITIAL <input type="checkbox"/> ADVANCE/BEYOND CARRIER <input type="checkbox"/> CHARGES TO PROTECT <input type="checkbox"/>	15. TOTAL WEIGHT P C S W LBS KGS	16. CORRECT WT <input type="checkbox"/> CUBED <input type="checkbox"/> SCALED <input type="checkbox"/>	17. DIMENSIONS x W x H	18. COURIER'S NAME UNIT # TIME DAY MON	TIGER Courier Inc. 202570609 1.888.844.3724 tigercourier.com	TIGER Courier Inc. Since 1984, Tiger has been providing you with the personal service and attention that you deserve. We look forward to moving your next shipment to one of our 10,000 service points across Canada. To arrange your next shipment, or to see what else Tiger can do for you, Call us at 1-888-844-3724 or visit us online at www.tigercourier.com Thank you for shipping with Tiger!
SEE TERMS AND CONDITIONS ON REVERSE (For full terms & conditions visit our website)			LIMITATION OF LIABILITY IMPORTANT - PLEASE READ The amount of any loss or damage for which the carrier may be liable, shall not exceed \$2.00 per pound (\$4.41 per kilogram) computed on the total weight of the shipment, unless a higher value is declared on the face of the bill of lading by the consignor. Note: Must complete either Declared Value or Insurance Declined box.																			

1. Date

- Indicate the Day, Month and Year the shipment is to be moved on

2. Shipper's Account Number

- If you already have a Tiger account, indicate your 6 digit account code
- If you DO NOT have an account, leave this field blank – Note: If no account, prepaid shipments must be paid for at time of pick up. If you would like to set up an account, please visit our website, www.tigercourier.com, and complete the Credit Application Form

3. Shipper's Reference Number

- If the shipper has a reference number (ex: PO number, invoice number) that is required by the shipper or consignee, that number can be put here and Tiger will enter that information into our system so it appears on invoices and pro bills

4. Shipper (Point of Origin)

- Shipper – indicate the name or company shipping the shipment
- Address – indicate the shipper's address (where the shipment will be picked up from)
- City – indicate the shipper's city
- Province – indicate the shipper's province
- Postal Code – indicate the shipper's postal code, otherwise an address correction charge may be applied

5. Receiver (Destination)

- Receiver - indicate the name or company receiving the shipment – Must use full name (no abbreviations)
- Receiver Account Number – if the receiver has a Tiger account, indicate the 6 digit account code
- Address – indicate the receiver's full address
- City – indicate the receiver's city
- Province – indicate the receiver's province
- Postal Code – indicate the shipper's postal code, otherwise an address correction charge may be applied
- Attention – indicate who the shipment is intended for
- Phone Number – indicate a phone number of the receiver – by providing a phone number, it will allow Tiger to make contact with the recipient should he/she be unavailable at time of delivery
- Special Instructions – if applicable, indicate any additional information that will be useful to facilitate delivery of the shipment

6. Description of Goods

- Indicate the commodity or product being shipped – helps everyone know how to handle the freight and what to look for in case it needs to be tracked

7. Shipper's Name

- Print your name in the field provided

8. Shipper's Phone Number

- Provide a phone number in which you can be reached should additional information be required

9. Payment Method

- Select the type of payment method that will be used
- *Prepaid* means that the shipper is paying for all charges associated with the bill
- *Collect* means that the receiver is paying for the charges
- *Third party* means that a different company (not shipper or receiver) is paying for the charges. If the shipment is to be billed to a Third Party, that company's account number with Tiger Courier must be noted in the field provided

10. Freight Type

- Select the type of freight that is being shipped
- If Tiger Envelope or Tiger Pak not selected, the shipment will move as a regular shipment

11. Special Services Required

- Should your shipment require Dangerous Goods and/or Heat, check the appropriate box

12. COD Shipments / Cheque Return

- For COD shipments (cash, certifiable cheque or money order, payable to Tiger), indicate the amount of COD in the Amount field
- For Cheque Return shipments, cheques must be made payable to the shipper. Indicate the amount for the Cheque Return in the Amount field

13. Declared Value / Insurance Declined

- Should your shipment exceed \$2/lb in value, provide a Declared Value to obtain additional insurance. This will ensure that the actual value is used in the event of a claim
- According to national legislation, the amount of any loss or damage for which the carrier may be liable shall not exceed \$2.00 per pound (\$4.41 per kilogram) computed on the total weight of the shipment, unless a higher value is declared on the face of the bill of lading by the consignor
- If you choose to waive additional insurance, initial in the Insurance Declined field

14. Advance/Beyond Carrier

- If a carrier (outside of Tiger) picked up the shipment or is delivering the shipment, that carrier should be indicated as well as the amount that carrier is expecting Tiger to protect/bill

15. Pieces

- Indicate the total number of pieces being shipped

16. Weight

- Indicate the total weight of all pieces being shipped
- This weight should be the chargeable weight (greater of actual weight or cubed weight)
- Tiger reserves the right to scale or cube the shipment if it is believed that the weight indicated is not 100% accurate

17. Dimensions

- Indicate the dimensions of the shipment. If multiple pieces, indicate the number of pieces that share the same dimensions and indicate those dimensions

18. Courier's Name

- Signature of the Tiger Courier representative that picked up the freight.