

S & J ELITE TRANSPORT LLC

USDOT# 3980658 | MC# 1490321 | Charleston, SC 29412
(843) 303-1221 | jgreene@sjelitetransport.com | sandjelitetransport.com

DISPATCH SERVICES CARRIER PACKET

Complete this packet to enroll in S & J Elite Transport dispatch services.
Starting at 8% of gross load revenue.

WHAT'S INSIDE THIS PACKET

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2. Section 2 — Dispatch Services Agreement
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Prepared for:

Carrier/Company: _____

Date Submitted: _____

SECTION 1 — WELCOME LETTER

Dear Carrier,

Thank you for your interest in partnering with S & J Elite Transport LLC for professional dispatch services. We are an active, DOT-authorized motor carrier based in Charleston, SC, and we are committed to helping owner operators and carriers maximize their earning potential, reduce empty miles, and stay focused on what matters most — driving.

When you dispatch with S & J Elite Transport, you get more than a load finder. You get a dedicated team that negotiates your rates, handles broker communication, manages your paperwork, and supports you from the first call to final delivery. We know the industry because we run in it every day.

Our dispatch services start at just 8% of gross load revenue — one of the most competitive rates available — with no hidden fees, no forced dispatch, and full transparency on every load.

To get started, please complete all sections of this carrier packet, provide the required documentation, and return to us at jgreene@sjelitetransport.com or by mail. We typically complete onboarding within 24–48 business hours of receiving a complete packet.

We look forward to moving freight together.

Respectfully,

S & J Elite Transport LLC

Dispatch Services Division

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SECTION 2 — DISPATCH SERVICES AGREEMENT

This Dispatch Services Agreement ("Agreement") is entered into by and between S & J Elite Transport LLC ("Dispatcher") and the carrier/owner operator identified in Section 4 of this packet ("Carrier"). This Agreement governs the provision of freight dispatch and administrative support services.

2.1 Services Provided by Dispatcher

S & J Elite Transport LLC agrees to provide the following dispatch services to the Carrier:

- Source available freight loads from brokers, shippers, and load boards on the Carrier's behalf
- Negotiate load rates to maximize Carrier's revenue per mile
- Issue and review rate confirmations prior to load acceptance
- Handle all broker and shipper communication for dispatched loads
- Provide check call support and load tracking assistance
- Assist with detention, TONU (Truck Order Not Used), and layover claims
- Manage and transmit BOL, POD, and rate confirmation documents
- Provide invoice preparation assistance upon request
- Offer after-hours and weekend dispatch support (as available)

2.2 Carrier Responsibilities

The Carrier agrees to the following obligations:

- Maintain valid operating authority, insurance, and DOT compliance at all times
- Notify the Dispatcher of availability, preferred lanes, and equipment specifications
- Accept or decline dispatched loads promptly — failure to respond within 30 minutes may result in load loss
- Communicate any breakdowns, delays, accidents, or incidents immediately
- Provide proof of delivery (POD) and all required documents within 48 hours of load completion
- Pay all dispatch fees as outlined in Section 3 of this Agreement
- Not use Dispatcher's broker contacts or relationships for independent freight booking

2.3 Independent Contractor Relationship

This Agreement does not create an employer-employee relationship. The Carrier is an independent contractor and is solely responsible for all employment taxes, fuel costs, maintenance expenses, insurance premiums, permits, and all other operating expenses. The Dispatcher has no authority over the Carrier's equipment, routes, or employees.

2.4 No Forced Dispatch

S & J Elite Transport LLC operates a 100% no-forced-dispatch policy. The Carrier has the absolute right to accept or decline any load offered by the Dispatcher. However, consistent refusal of loads without reasonable cause may result in reduced dispatch priority or termination of services.

2.5 Term & Termination

This Agreement shall commence upon signing and continue on a month-to-month basis. Either party may terminate this Agreement with seven (7) days written notice via email to the other party's last known contact. The Carrier shall fulfill all accepted loads prior to termination. The Dispatcher reserves the right to terminate immediately for fraud, abandonment of loads, or conduct harmful to the Dispatcher's broker relationships.

2.6 Confidentiality

The Carrier agrees to keep all broker contact information, load board credentials, rate information, and business processes shared by the Dispatcher strictly confidential. This confidentiality obligation survives termination of this Agreement.

2.7 Limitation of Liability

The Dispatcher is not liable for load cancellations, broker non-payment, rate fluctuations, or any losses arising from the Carrier's failure to perform. The Dispatcher's total liability under this Agreement shall not exceed the total fees paid by the Carrier in the thirty (30) days preceding the claim.

2.8 Governing Law

This Agreement shall be governed by the laws of the State of South Carolina. Any disputes not resolved by mutual agreement shall be subject to binding arbitration in Charleston, South Carolina.

SECTION 3 — FEE SCHEDULE & COMPENSATION STRUCTURE

S & J Elite Transport LLC's dispatch fee is calculated as a percentage of the gross load revenue (the total rate paid by the broker or shipper before any deductions). There are no setup fees, no monthly minimums, and no hidden charges.

8%
of gross

Standard Dispatch Rate — Starting Rate

8% of gross load revenue per dispatched load. Applies to all new carriers during the first 90 days of service.

Tiered Rate Schedule

Service Level	Dispatch Fee	Includes
Standard	8% of gross	All dispatch services, load sourcing, negotiation, broker comm.
Standard Plus	10% of gross	Standard + dedicated dispatcher + priority load access
Full Service	12% of gross	Standard Plus + invoice factoring coordination + weekly reporting

Fee Calculation Example

Gross Load Rate	\$1,500.00
Dispatch Fee (8%)	\$120.00
Carrier Net Earnings	\$1,380.00

Gross Load Rate	\$2,500.00
Dispatch Fee (8%)	\$200.00
Carrier Net Earnings	\$2,300.00

Note: The dispatch fee is deducted from the Carrier's settlement after broker/shipper payment is received. The Carrier is paid their net earnings via direct deposit within 3–5 business days of payment receipt, unless factoring is in place.

SECTION 4 — CARRIER INFORMATION FORM

Business & Contact Information

Legal Business Name	_____
DBA / Operating Name	_____
Business Type	Sole Proprietor / LLC / Corporation / Partnership
EIN / Tax ID	_____
Physical Address	_____
City / State / ZIP	_____
Mailing Address (if diff)	_____
Primary Contact Name	_____
Primary Phone	_____
Secondary / Cell Phone	_____
Email Address	_____
Website (if any)	_____

DOT & Authority Information

USDOT Number	_____
MC Number (if applicable)	_____
Authority Status	Active / Pending / Not Applicable
Authority Type	Common / Contract / Broker / N/A
Commodities Hauled	_____
States of Operation	_____
Preferred Lanes/Regions	_____
IFTA Account State	_____

Insurance Information

Primary Liability Carrier	_____
Policy Number	_____
Coverage Amount	_____
Cargo Insurance Carrier	_____
Cargo Policy Number	_____
Insurance Agent Name	_____
Insurance Agent Phone	_____
Insurance Expiration Date	_____

SECTION 5 — EQUIPMENT & FLEET FORM

Complete one entry per power unit. If you have more than two units, please attach additional sheets.

Power Unit #1

Year / Make / Model	_____
VIN Number	_____
Plate Number / State	_____
Truck Type	Sleeper / Day Cab / Straight Truck / Other: _____
Gross Vehicle Weight	_____
ELD Device / Provider	_____

Power Unit #2 (if applicable)

Year / Make / Model	_____
VIN Number	_____
Plate Number / State	_____
Truck Type	Sleeper / Day Cab / Straight Truck / Other: _____
Gross Vehicle Weight	_____
ELD Device / Provider	_____

Trailer Information (if owner-provided)

Trailer Type	Dry Van / Flatbed / Reefer / Step Deck / Other: ____
Number of Trailers	_____
Trailer Length	_____
Trailer VIN(s)	_____
Max Payload Capacity	_____

Availability & Preferences

Available Start Date	_____
Days Available Per Week	_____
Home Time Preference	Weekly / Bi-Weekly / Flexible
Load Type Preference	Solo / Team / Either
Hazmat Certified?	Yes / No
TWIC Card (Port Access)?	Yes / No
Oversize / Overweight?	Yes / No

SECTION 6 — REQUIRED DOCUMENTS CHECKLIST

Please submit the following documents along with this completed packet. All documents must be current, legible, and in PDF or JPG format if submitted electronically to jgreene@sjelitetransport.com.

Required — Must Submit Before Dispatch Begins

☐ W-9 Form (current year, signed)
☐ Certificate of Insurance — Primary Auto Liability
☐ Certificate of Insurance — Cargo Insurance
☐ Copy of Motor Carrier Operating Authority (MC Certificate or Letter)
☐ USDOT Number confirmation (FMCSA printout acceptable)
☐ Copy of CDL — Front & Back (all drivers operating under this agreement)
☐ Copy of Vehicle Registration — all power units
☐ Most recent Annual DOT Inspection Report — all power units
☐ Voided Check or Bank Letter (for direct deposit setup)
☐ Signed Dispatch Services Agreement (Section 2 of this packet)
☐ Signed Fee Schedule Acknowledgment (Section 3 of this packet)
☐ Signed Direct Deposit Authorization (Section 7 of this packet)

Conditional — Submit if Applicable

☐ Hazmat Certification / Placard Authorization
☐ TWIC Card Copy (required for port/intermodal access)
☐ Oversize / Overweight Permit (if applicable)
☐ Drug & Alcohol Consortium Enrollment Confirmation
☐ Lease Agreement (if operating under another carrier's authority)
☐ Articles of Organization / LLC or Corporation Documents

Note: Dispatch services will not begin until ALL required documents have been received, reviewed, and approved. Incomplete packets will be returned. Documents are kept strictly confidential and used solely for the purpose of onboarding and compliance verification.

SECTION 7 — DIRECT DEPOSIT AUTHORIZATION

Complete this form to authorize S & J Elite Transport LLC to deposit your net dispatch earnings directly into your bank account. This authorization will remain in effect until revoked in writing with a minimum of five (5) business days notice.

Account Holder Information

Account Holder Name	_____
Business Name (if diff)	_____
Address	_____
Phone	_____
Email	_____

Banking Information

Bank Name	_____
Bank Address	_____
Account Type	Checking / Savings (circle one)
Routing Number	_____
Account Number	_____

Please attach a voided check or official bank letter confirming the routing and account numbers above. Do not submit a deposit slip as routing numbers on deposit slips may differ.

ATTACH VOIDED CHECK HERE

(Tape or staple a voided check in this space, or attach separately)

By signing below, I authorize S & J Elite Transport LLC to initiate direct deposit credits to the bank account identified above for dispatch earnings owed to me. I certify the banking information above is accurate and I am authorized to make this authorization.

Account Holder Signature _____

Date: _____

Printed Name _____

Date: _____

SECTION 8 — ACKNOWLEDGMENT & SIGNATURES

By signing below, the Carrier acknowledges and agrees to all terms contained in this Dispatch Services Carrier Packet, including the Dispatch Services Agreement (Section 2), the Fee Schedule (Section 3), and the Direct Deposit Authorization (Section 7). The Carrier confirms that all information provided in this packet is accurate and complete, and that all required documents have been submitted.

CARRIER ACKNOWLEDGES AND AGREES THAT:

- I have read and understand the complete Dispatch Services Agreement.
- The dispatch fee starts at 8% of gross load revenue per dispatched load.
- S & J Elite Transport LLC operates a no-forced-dispatch policy.
- I am responsible for all operating expenses including fuel, maintenance, insurance, and taxes.
- All documents submitted are accurate and current.
- S & J Elite Transport LLC may terminate dispatch services with 7 days written notice.
- I will fulfill all accepted loads prior to any termination of this agreement.

CARRIER / OWNER OPERATOR

Carrier/Owner Operator Signature _____

Date: _____

Printed Name & Title _____

Date: _____

Company Name _____

Date: _____

S & J ELITE TRANSPORT LLC — DISPATCHER

Authorized Dispatcher Signature _____

Date: _____

Printed Name & Title _____

Date: _____

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Return completed packet to: jgreene@sjelitetransport.com