



**To: Prospective Carrier**  
**From: M2 Transport**  
**Re: Carrier set up documents**

M2 Transport is excited to have this opportunity to work with you and your company.

Please complete the following carrier packet and documents and return them prior to a load being tendered for pick up. All forms must be completed and returned to insure compliance verification as well as prompt payment of your invoices. Please return to:

**[CarrierSetUp@m2transport.com](mailto:CarrierSetUp@m2transport.com) or FAX to: 703-433-9156.**

**Required Documents:**

1. **M2 Transport Brokerage Agreement** – must be signed by authorized person
  - a. *\*\*\*Please initial each page & sign and date last page\*\*\**
2. **Copy of your Motor Carrier Authority**
3. **W-9 form**
4. **Certificate of Insurance** – showing the following coverage's
  - a. Auto Liability = \$1,000,000 minimum limit
  - b. General Liability = \$1,000,000 minimum liability
  - c. Cargo Liability = \$ 100,000 minimum limit
  - d. Workers Compensation
5. **Within 30 days issue a Certificate with M2 Transport as a certificate holder**

Holder address: M2 Transport  
46090 Lake Center Plaza  
Suite 208  
Potomac Falls, VA 20165

If you have any questions, please do not hesitate to contact us!

We look forward to working with you!

## QUICK PAY OPTIONS

M2 Transport's standard pay terms are thirty (30) days from receipt of the carrier invoices and all proper documentation. If your organization is satisfied with these terms, no action is required. If your company is interested in one of our Quick Pay Options, please complete this document and return to:

[CarrierSetUp@m2transport.com](mailto:CarrierSetUp@m2transport.com) or FAX to 703-433-9156

### **Payment Terms:**

- All invoices must contain all backup documentation without shortages, damage or other service related issues.
- Invoices can be emailed to [invoice@m2transport.com](mailto:invoice@m2transport.com)
- Carriers that select a Quick Pay Option understand that all invoices will be paid under these terms and individual invoice Quick Pay Options are not available.
- Carriers that select a Quick Pay Option will be charged a quick pay fee per invoice deducted from the carrier settlement.
- All Carrier payments will be made via ACH transfer.

### **Select Payment Option:**

- Standard Option:** Payment will be issued thirty (30) days from receipt of Carrier's invoice and proper documentation.
- Quick Pay Options:**
  - Payment will be issued within (3) business days from receipt of Carrier's invoice and proper documentation via ACH transfer for a fee of 4% of the invoiced amount.
  - Payment will be issued within (10) business days from receipt of Carrier's invoice and proper documentation via ACH transfer for a fee of 3% of the invoiced amount.
  - Payment will be issued within (15) business days from receipt of Carrier's invoice and proper documentation via ACH transfer for a fee of 2% of the invoiced amount.

**Carrier Bank Information:**

**Bank Name:** \_\_\_\_\_

**ABA Number:** \_\_\_\_\_

**Account Name:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**By signing this form you accept these terms, fees and acknowledge that you are an authorized representative of your company.**

**Carrier Name:** \_\_\_\_\_

**Carrier MC#:** \_\_\_\_\_

**SCAC Code:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_