



## Payment Terms

Our payment terms are 28 days from the **date of receipt** of all required supporting documentation. Originals are not required unless requested for legibility. Please submit by one of the following methods:

- [accounting@epeslogistics.com](mailto:accounting@epeslogistics.com)
- **Fax:** 866-811-9196
- **Mail to:** Epes Logistics Services, PO Box 35884, Greensboro, NC 27425

For questions concerning payment, please visit [epes.loadtracking.com](http://epes.loadtracking.com) or contact Sarah Hamby at:

- [sarah.hamby@epeslogistics.com](mailto:sarah.hamby@epeslogistics.com)
- **Phone#:** 336-931-1862

## Quick Pay

Quick Pay is available **After Three (3) Loads** have been completed. Your 4th load is the first one that qualifies. Once you qualify for quick pay and wish to enroll in the program, please contact Debbie Wilson at 336-931-1879 or [debbie.wilson@epeslogistics.com](mailto:debbie.wilson@epeslogistics.com). Our quick pay fee is 2% over \$500.00 or a \$10.00 flat fee if under \$500.00. Once you have signed up for quick pay, you **must** fax or e-mail your invoice and BOL directly to Debbie by **Wednesday at Noon (12:00)** weekly in order for payment to be issued the same week. **Failure to do so may result in payment delay.**

**\*\*Please remember the Quick Pay program is only available after having completed three loads.\*\***

### All paperwork submitted must include:

1. **Carrier Invoice:**
  - a. Reference the Epes load/order number.
  - b. Only bill for ONE (1) load per invoice.
  - c. All charges must be billed on the original invoice to include the line haul and ALL accessorial charges with proper documentation.
  - d. A remittance address and/or factoring company **MUST** be on invoice. We must receive an Assignment Letter from the factoring company to pay them directly. If you discontinue factoring we must receive a Release Letter. It is your responsibility to provide this documentation.
2. **BOL/POD** (*must be signed by the consignee*)
3. **Accessorial Charges:**
  - a. If you are invoicing for **detention**, the in/out times must be on the BOL/POD. Please notify dispatch of detention at time of occurrence. Please make sure to read your rate confirmation as each customer may have individual requirements concerning detention.
  - b. If you are invoicing for **lumpers**, you will need to inform Epes at the time of occurrence and provide a copy of the receipt with your invoice.

***Please note, failure to provide all required documentation may result in non-payment until everything has been received.***