

Dispatch Specifications

Use this form to define load preferences, operating parameters, rate targets, communication rules, and dispatch priorities.

CARRIER AND UNIT INFORMATION

Carrier Legal Name	
MC Number	
USDOT Number	
Primary Driver	
Driver Phone	
Truck / Unit Number	
Trailer Number	
Equipment Type	
Current Location	
Home Base	

FREIGHT AND EQUIPMENT PREFERENCES

☐ Full Truckload (FTL)	☐ Less Than Truckload (LTL)
☐ Expedited	☐ Dedicated / Contract
☐ Power Only	☐ Drop-and-Hook
☐ Live Load / Live Unload	☐ No-Touch Preferred
☐ Driver Assist Allowed	☐ Hazmat Allowed
☐ High-Value Allowed	☐ Oversize / Permit Loads

Trailer / Deck Dimensions	
Max Cargo Weight	
Reefer Temp Range (if applicable)	
Commodity Restrictions	
Special Equipment / Securement	

Dispatch Specifications - Routing

Lane strategy, rate standards, schedule, and booking authority.

LANE AND SCHEDULE PREFERENCES

Preferred Origin Markets	
Preferred Destination Markets	
Preferred Round-Trip Lanes	
States / Regions to Avoid	
Maximum Deadhead Miles	
Minimum Loaded Miles	
Preferred Weekly Miles	
Days Available Per Week	
Preferred Restart / Home Time	
Appointment Restrictions	

RATE AND LOAD TARGETS

Target Rate Per Loaded Mile	\$
Absolute Minimum Rate / Mile	\$
Minimum Load Gross	\$
Target Weekly Gross	\$
Fuel Surcharge Requirement	
Detention Expectation	
Layover Expectation	
TONU Expectation	

BOOKING AND COMMUNICATION RULES

☐ Dispatcher may negotiate rates within agreed limits	☐ Carrier approval required before every booking
☐ Dispatcher may accept posted rate if above minimum	☐ Text driver before calling
☐ Email rate confirmations to carrier	☐ Send daily load-status summary
☐ Avoid overnight pickup appointments	☐ Avoid overnight delivery appointments

Dispatch Specifications - Special Instructions & Approval

Final carrier instructions and acknowledgment.

SPECIAL INSTRUCTIONS

Additional instructions, broker restrictions, preferred customers, parking limitations, routing requirements, or other dispatch notes:

Carrier / Driver Approval	Dispatcher Acknowledgment
Signature: _____	Signature: _____
Printed Name: _____	Printed Name: _____
Title: _____	Title: _____
Date: _____	Date: _____