

Dispatch Service Agreement

Independent dispatch-services agreement between High Level Global and an authorized motor carrier. Blank terms should be completed before signature.

IMPORTANT: This is a general business template and is not legal advice. The parties should review the final agreement with qualified counsel and confirm that operations comply with applicable federal and state law, including broker/dispatcher rules.

PARTIES AND EFFECTIVE DATE

Effective Date	
Dispatcher Legal Name	_____ d/b/a High Level Global
Dispatcher Address	
Carrier Legal Name	
Carrier MC Number	
Carrier USDOT Number	
Carrier Address	

1. Appointment and Scope

Carrier engages Dispatcher as an independent provider of administrative dispatch services. Services may include searching for freight opportunities, communicating load information, assisting with rate discussions at Carrier direction, transmitting documents, coordinating appointments, and related administrative support. Carrier remains solely responsible for transportation operations and regulatory compliance.

2. Carrier Control and Load Acceptance

Carrier retains exclusive control over its equipment, drivers, routes, schedules, safety decisions, and whether to accept or reject any load. Dispatcher will not require Carrier to accept a load and will not exercise operational control over drivers or equipment.

3. No Brokerage or Motor-Carrier Representation

Unless separately licensed and acting under a distinct written arrangement, Dispatcher is not acting as a property broker, freight forwarder, shipper, or motor carrier. Dispatcher does not take possession of freight, assume cargo liability, or represent that it can bind a broker, shipper, or other third party.

4. Limited Communication Authority

Carrier authorizes Dispatcher to communicate with brokers and shippers on Carrier behalf for load-search and administrative purposes. Dispatcher may present Carrier information and negotiate within written limits supplied by Carrier. No load is binding on Carrier unless accepted by Carrier or by Dispatcher only to the extent Carrier has given clear written authority to do so.

Dispatch Service Agreement - Continued

Review all terms before signing.

5. Dispatch Fee

Carrier will pay Dispatcher: _____. The fee basis is ☐ percentage of gross linehaul/revenue ☐ flat weekly fee ☐ flat per-load fee ☐ other: _____. Payment is due _____. Chargebacks, refunds, or credits, if any, must be agreed in writing.

6. Carrier Responsibilities

Carrier will maintain active authority, all required registrations, insurance, qualified drivers, equipment, permits, ELD/HOS compliance, tax obligations, and safety compliance. Carrier will promptly provide accurate documents and notify Dispatcher of any lapse, suspension, claim, accident, out-of-service order, authority change, or insurance change.

7. Broker and Customer Approval

Carrier is responsible for deciding whether any broker, shipper, consignee, or customer is acceptable. Dispatcher may assist with ordinary due diligence but does not guarantee payment, creditworthiness, freight condition, detention, accessorial, or performance by any third party.

8. Rate Confirmations and Load Documents

Carrier will review rate confirmations and shipment instructions. Carrier is responsible for BOLs, PODs, lumper/detention receipts, scale tickets, and other transportation records. Carrier will transmit documents promptly when needed for billing or factoring.

9. Factoring and Payment Instructions

Carrier will disclose any factoring arrangement and provide a current Notice of Assignment when applicable. Carrier is responsible for ensuring billing instructions are accurate and that Dispatcher receives prompt notice of any change in factor, remittance address, or release of assignment.

Dispatch Service Agreement - Continued

Review all terms before signing.

10. Independent Contractor

The parties are independent contractors. Nothing creates an employment, partnership, joint venture, agency relationship beyond the limited administrative authority expressly stated, or any fiduciary duty.

11. Confidentiality

Each party will use reasonable care to protect nonpublic business, customer, pricing, and account information received from the other and will use such information only for legitimate business purposes.

12. Term and Termination

This Agreement begins on the Effective Date and continues [] month-to-month [] for _____ months [] other: _____. Either party may terminate with _____ days written notice. Either party may terminate immediately for material breach, fraud, unsafe operation, unlawful conduct, loss of authority, or material insurance lapse.

13. Indemnity and Liability

Each party is responsible for its own acts and omissions. To the extent permitted by law, Carrier will protect Dispatcher from transportation-related claims arising from Carrier operations, equipment, drivers, cargo handling, regulatory violations, or bodily injury/property damage caused by Carrier. Dispatcher remains responsible for its own intentional misconduct or gross negligence. Any liability limitation should be reviewed under applicable law.

Dispatch Service Agreement - Continued

Review all terms before signing.

14. Disputes and Governing Law

The parties will first attempt in good faith to resolve disputes informally. Governing law: State of _____. Venue: _____ County, _____. Any arbitration or attorney-fee provision, if desired, should be added only after legal review.

15. Entire Agreement and Electronic Signatures

This Agreement and any written schedules or specifications incorporated by reference are the entire agreement concerning dispatch services and may be amended only in writing. Electronic signatures and counterparts may be treated as originals to the extent permitted by law.

SIGNATURES

Carrier Authorized Representative	Dispatcher Authorized Representative
Signature: _____	Signature: _____
Printed Name: _____	Printed Name: _____
Title: _____	Title: _____
Date: _____	Date: _____