



INVOICING GUIDELINES

BILLING

Send invoices to **payables@clevelandbaylogistics.com**

Your email must include the CBL Load Number (CBL#) in the subject line or body of the email for proper identification and processing.

STANDARD TERMS

Net 30 Days (unless otherwise agreed in writing), The invoice date will be recorded based on the date the complete invoice package is received, not the date listed on the invoice.

QUICK PAY

Available for 3% (subject to approval)

REQUIRED DOCUMENTS WITH INVOICE

- 1 **Carrier Invoice (must include Load Number / CBL Reference)**
- 2 **Signed Proof of Delivery (POD)**
- 3 **Lumper receipts (if applicable)**
- 4 **Accessorial backup (if applicable)**

FACTORING COMPANY INSTRUCTIONS (IF APPLICABLE)

If your invoices are to be paid to a factoring company, please include a copy of your Notice of Assignment and ensure all invoices clearly list the factoring company's name, remittance address, and banking information.

Charges not supported by documentation or not pre-approved will not be paid.

BILL TO INFORMATION:

Cleveland Bay Logistics Inc.
10220 103 Avenue NW
Edmonton, AB T5J 0K4
payables@clevelandbaylogistics.com



ACH / EFT

Payment Authorization Form

Please submit this form and supporting documents (e.g., void cheque) to:
payables@clevelandbaylogistics.com

Company Information:

Company Name: _____

Address: _____

AR Email: _____ Phone Number: _____

Email for Remittance: _____

Banking Information:

Bank Name: _____ Bank Address: _____

Branch # (3 digits) _____ Transit (5 digits) #: _____

Account # _____

SWIFT/BIC Code (if required): _____

Please Attach a Copy of a Voided Check or Direct Deposit Slip for Validation of Information

By signing below, the Vendor ("Payee") authorizes Cleveland Bay Logistics Inc. ("Payer") to deposit payments via Electronic Funds Transfer (EFT/ACH) into the account listed above.

The undersigned agrees to the following terms:

- The information provided is complete and accurate. The Vendor shall notify Cleveland Bay Logistics Inc. immediately in writing of any changes to the banking information.
- Cleveland Bay Logistics Inc. is not responsible for any delayed or misdirected payments due to inaccurate information provided by the Vendor.

Name _____

Title _____

Signature _____

Date _____