



100 Main St.  
Wayne, Ne 68787



402-833-5560 office  
866-267-5344 fax



## New Driver Information:

Pay-

- Driver settlements are done every two weeks.

2018																												
<b>January</b>							<b>April</b>							<b>July</b>							<b>October</b>							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5	6	1	2	3	4	5	6	7	1	2	3	4	5	6	7	7	8	9	10	11	12	13
7	8	9	10	11	12	13	8	9	10	11	12	13	14	8	9	10	11	12	13	14	14	15	16	17	18	19	20	
14	15	16	17	18	19	20	15	16	17	18	19	20	21	15	16	17	18	19	20	21	21	22	23	24	25	26	27	
21	22	23	24	25	26	27	22	23	24	25	26	27	28	22	23	24	25	26	27	28	28	29	30	31				
28	29	30	31	29	30	29	30	31																				
<b>February</b>							<b>May</b>							<b>August</b>							<b>November</b>							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	1	2	3	4	5	1	2	3	4	1	2	3										
4	5	6	7	8	9	10	6	7	8	9	10	11	12	5	6	7	8	9	10	11	4	5	6	7	8	9	10	
11	12	13	14	15	16	17	13	14	15	16	17	18	19	12	13	14	15	16	17	18	11	12	13	14	15	16	17	
18	19	20	21	22	23	24	20	21	22	23	24	25	26	19	20	21	22	23	24	25	18	19	20	21	22	23	24	
25	26	27	28	27	28	29	30	31	26	27	28	29	30	31	25	26	27	28	29	30								
<b>March</b>							<b>June</b>							<b>September</b>							<b>December</b>							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3					1	2					1						1					
4	5	6	7	8	9	10	3	4	5	6	7	8	9	2	3	4	5	6	7	8	2	3	4	5	6	7	8	
11	12	13	14	15	16	17	10	11	12	13	14	15	16	9	10	11	12	13	14	15	9	10	11	12	13	14	15	
18	19	20	21	22	23	24	17	18	19	20	21	22	23	16	17	18	19	20	21	22	16	17	18	19	20	21	22	
25	26	27	28	29	30	31	24	25	26	27	28	29	30	23	24	25	26	27	28	29	23	24	25	26	27	28	29	
														30	30	31												

- Paperwork is due the Wednesday before settlements in order to guarantee payment on that settlement.
- You will get an email on a Monday (approx.) which includes your settlement amount, loads hauled on that settlement, and a fuel statement if using one of our fuel cards.
- ACH payments may be made. We just need a voided check to get it set up.

Paperwork-

- Email a very clear picture of all paperwork to [paperwork@sonliteexpress.com](mailto:paperwork@sonliteexpress.com) (other arrangements can be made but the goal is to have all paperwork sent to one location)
- If the paperwork is not clear then we **cannot** use this to invoice and must wait until the originals arrive in the mail. This will delay payment of these loads.
- Write the trip # on each document.

Continued...



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- Attach paperwork in one document (Ex. If you have four pages of paperwork, you would only have one attachment.)
- Include the trip number in the subject of your email. We receive numerous documents on loads, so it is helpful in processing the paperwork.
- Mail all original paperwork **weekly** as some customers request the original documents be sent with the invoice.

***If you have any questions regarding this information, please contact Craig or Tina Sharpe at the phone number listed above or the e-mail address below.***