



100 Main St.
Wayne, Ne 68787



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



Owner-Operator Information:

Pay-

- Driver settlements are done every two weeks.

2020

January							April							July							October						
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				1	2	3	4				1	2	3	4					1	2	3
5	6	7	8	9	10	11	5	6	7	8	9	10	11	5	6	7	8	9	10	11	4	5	6	7	8	9	10
12	13	14	15	16	17	18	12	13	14	15	16	17	18	12	13	14	15	16	17	18	11	12	13	14	15	16	17
19	20	21	22	23	24	25	19	20	21	22	23	24	25	19	20	21	22	23	24	25	18	19	20	21	22	23	24
26	27	28	29	30	31	26	27	28	29	30	26	27	28	29	30	31	25	26	27	28	29	30	31				

February							May							August							November						
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						1	2							1	1	2	3	4	5	6	7
2	3	4	5	6	7	8	3	4	5	6	7	8	9	2	3	4	5	6	7	8	8	9	10	11	12	13	14
9	10	11	12	13	14	15	10	11	12	13	14	15	16	9	10	11	12	13	14	15	15	16	17	18	19	20	21
16	17	18	19	20	21	22	17	18	19	20	21	22	23	16	17	18	19	20	21	22	22	23	24	25	26	27	28
23	24	25	26	27	28	29	24	25	26	27	28	29	30	23	24	25	26	27	28	29	29	30					

March							June							September							December							
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	7		1	2	3	4	5	6			1	2	3	4	5				1	2	3	4	5
8	9	10	11	12	13	14	7	8	9	10	11	12	13	6	7	8	9	10	11	12	6	7	8	9	10	11	12	
15	16	17	18	19	20	21	14	15	16	17	18	19	20	13	14	15	16	17	18	19	13	14	15	16	17	18	19	
22	23	24	25	26	27	28	21	22	23	24	25	26	27	20	21	22	23	24	25	26	20	21	22	23	24	25	26	
29	30	31	28	29	30	27	28	29	30	27	28	29	30	31														

SETTLEMENT COVERS TWO WEEK PERIOD (blue or pink)
SETTLEMENT PAID ON 2nd MONDAY AFTER COLOR ENDS
PAYDAY ON MONDAYS IN RED (every two weeks)

- 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.

Continued...



100 Main St.
Wayne, Ne 68787



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



Fuel-

- If you plan to use one of our Fleet One fuel cards, we will need your
 - Driver's License Number
 - Last four digits of you Social Security Number
 - Truck number
 - Trailer number

Paperwork-

- Email a very clear picture of all paperwork to 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.
- 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 originals are requested, payment for the load will not be made until we have received the originals.

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.