



650 Warrenville Road, Suite 410 • Lisle, IL 60532 • 877-791-2102

Quick Pay Setup Information

Dear valued carrier,

With our Quick Pay option, you can receive payments much faster than the normal 30 days pay for a discount (currently 3% off the gross amount due at time of payment). Our Quick Pay program uses EFT (Electronic Funds Transfer) to deposit funds directly into your designated account.

In this document, you will find information and answers to questions regarding the following:

- Where and how to send your invoice and paperwork
- When you can expect payment to be remitted
- How to change your standard payment to our QuickPay option
- Who to talk to about any issues
- Where to send your Quick Pay setup application for processing (quickpay@despirlogistics.com)

Where and how to send in your invoice and paperwork if you are enrolled in our Quick Pay program

You must email your invoices and back up documentation directly to quickpay@despirlogistics.com.

To be eligible for processing, paperwork must be complete and include: your invoice, matching signed rate confirmation, all pages of the proof of delivery documents, other documents as required from the rate confirmation (temperature reports, completed checklists or any receipts pertaining to the load).

To ensure that your paperwork is processed quickly, please follow these guidelines:

- Include the DeSpir load number in the subject line. This number can be found on your rate confirmation sheet. You can also include your invoice or reference number, but make sure that the DeSpir load number is also in the subject.
- Each email should contain documents pertaining to that one single load. DO NOT combine documents from other loads in the email or it may cause delays in processing. Documents can be attached as one PDF or as separate PDFs (invoice, rate confirmation, POD) as long as all of the attachments belong with the invoice for one load.
- Documents should be attached in either .pdf, .tif, or .jpg file format. Please do not embed documents in the body of your email or send MS Excel or MS Word formats.
- Send one email for each load – do not send multiple emails with different documents for the load. DO NOT send paperwork more than one time.



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When you can expect payment

Once DeSpir receives all complete and legible paperwork, payment then gets released within 3 business days (not including weekends or National Holidays). *Notice: The release date is the date in which we notify the bank of said funds release, not the day that payment is received on your end.*

The three (3) business day clock starts when DeSpir has confirmed that all necessary legible documents have been received. Documents received after 2:00 p.m. Central Time, may be considered received as of the next business day to allow proper time to review and process. The DeSpir team will reply to let you know if all is in order and give you a release date for your payment. If anything is missing or if there are issues with the load, they will let you know at that time. Loads with potential claims will be put on hold until investigations are completed by our security and compliance team. You will be notified that there is an issue and when it has been ok'd for processing.

DeSpir will provide a date that payment was sent from our bank to yours. Typically, funds are deposited the next business day after data is transferred. However, each bank has their own processing guidelines and procedures as to when funds are released and received. Please consult your bank for additional information regarding such transfers.

How to change your standard payment to our Quick Pay program option

In order to change your account status from our regular payment terms of net 30 to our Quick Pay terms, please email your completed and signed Quick Pay Discount Agreement and EFT enrollment form (including voided check) to quickpay@despirlogistics.com. To ensure the safety of your account, these forms must be completed by an authorized contract signer (owner or officer) for your company.

Please allow up to ten (10) business days for our staff to review and process your application paperwork and set up your account for Quick Pay. Any invoices already scheduled for payment in our system when Quick Pay set up is completed will be processed with the terms that were in place when the invoice was settled.

If you have any questions about the Quick Pay program or issues, please contact DeSpir Accounts Payable at our main number 877-791-2102 and choose option 4 to be connected with Accounting.