

SOUTHEAST FREIGHT DISPATCH

Dispatch Service Agreement

DISPATCH SERVICE AGREEMENT — TEMPLATE

DRAFT — not legal advice. Have a transportation attorney review before anyone signs.

Fill every [BRACKET]. One agreement per carrier.

DISPATCH SERVICE AGREEMENT

This Agreement is entered into on [DATE] by and between:

Dispatcher: [YOUR LEGAL NAME / LLC], address [ADDRESS], phone [PHONE], email [EMAIL]
("Dispatcher")

Carrier: [CARRIER LEGAL NAME], MC# [MC NUMBER], USDOT# [DOT NUMBER], address [ADDRESS] ("Carrier")

1. Services

Dispatcher agrees to provide dispatch services to Carrier, including:

- Searching load boards and freight sources for loads matching Carrier's equipment and lane preferences;
- Negotiating rates with shippers/brokers on Carrier's behalf, subject to Carrier's rate floor;
- Preparing and transmitting rate confirmations, carrier packets, and related paperwork;
- Scheduling check calls and assisting with detention, layover, and TONU claims documentation;
- Assisting Carrier with factoring and fuel-card enrollment paperwork.

Dispatcher acts **solely as Carrier's agent**. Dispatcher is NOT a broker, does not take possession of freight, and does not re-broker or take a spread on any load.

2. Authority

Carrier grants Dispatcher limited authority to negotiate and accept loads on Carrier's behalf within the lane/equipment/rate parameters in Exhibit A. Any load outside those parameters requires Carrier's explicit approval (call/text).

3. Compensation

Carrier agrees to pay Dispatcher **[8]% of the gross revenue of each dispatched load** [OR: a flat fee of \$[] per truck per week], due [weekly / per settlement]. "Gross revenue" means the linehaul + fuel surcharge on the rate confirmation, excluding accessorials unless agreed.

[Optional: first [7] days of service at no charge as a trial.]

4. Payment

Invoices sent [weekly]. Payment due within [7] days via [Zelle / Cash App / ACH / check]. Late payments accrue []% per month. Dispatcher may pause services on accounts [14]+ days past due.

5. Carrier responsibilities

Carrier maintains valid operating authority, insurance, and safety compliance; provides accurate equipment/location info; communicates delays immediately; and pays all fines, claims, and chargebacks arising from Carrier's operations.

6. Term & termination

Initial term [90] days, then month-to-month. Either party may terminate with [14] days' written notice. Fees earned before termination remain due.

7. Confidentiality & non-solicitation

Both parties keep each other's business info confidential. For [12] months after termination, neither party will directly solicit the other's contracted shippers/brokers introduced through this relationship.

8. Independent contractor

Dispatcher is an independent contractor, not an employee or partner of Carrier.

9. Governing law

State of Florida.

Dispatcher: _____ **Date:** _____ **Printed name:** [NAME]

Carrier: _____ **Date:** _____ **Printed name:** [NAME] | **Title:** [TITLE]

EXHIBIT A — Truck profile (per truck)

- Unit #: ____ | Equipment: [dry van / reefer / flatbed] | Year/Make: ____
- Preferred lanes: ____
- No-go areas: ____
- Rate floor (\$/mile all-in): ____

- Home-time rules: ____
- Driver name + phone: ____
- ELD / tracking: ____