

Example of Email to the Broker:

Hi,

Transportation Company (your Company name) completed a load # 00000 (your load #) under its contract with you. A copy of the applicable bill of lading is attached.

We are now making a request for documents and information concerning this load. The request includes copies of contracts, rate confirmations, and invoices between you the broker and any shipper, consignee, consignor, or third party related to this load.

As a motor carrier who transported this load, we are entitled to the information under 49 U.S.C. 371.3. The regulation states:

**§ 371.3 Records to be kept by brokers.**

**(a) A broker shall keep a record of each transaction. For purposes of this section, brokers may keep master lists of consignors and the address and registration number of the carrier, rather than repeating this information for each transaction. The record shall show:**

**(1) The name and address of the consignor;**

**(2) The name, address, and registration number of the originating motor carrier;**

**(3) The bill of lading or freight bill number;**

**(4) The amount of compensation received by the broker for the brokerage service performed and the name of the payer;**

**(5) A description of any non-brokerage service performed in connection with each shipment or other activity, the amount of compensation received for the service, and the name of the payer; and**

**(6) The amount of any freight charges collected by the broker and the date of payment to the carrier.**

**(b) Brokers shall keep the records required by this section for a period of three years.**

**(c) Each party to a brokered transaction has the right to review the record of the transaction required to be kept by these rules.**

Please comply with the request and provide the information you are required to provide under 49 U.S.C. 371.3

Пример, как написать имэйл брокеру.

Обязательно нужно написать номер доставки и предоставить документы, подтверждающие, что груз был доставлен. И попросить чтобы брокер прислал вам всю информацию по пункту 371.3.