

SAVE

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FREIGHT RATE ANALYSIS REQUEST FORM

For all purchases where the State is responsible for freight charges, complete this form, attach the supplier's quote, and Purchase Order (if available) and email it to TransportationManagement@dgs.ca.gov.

Purchase Estimate/ Purchase Order:		Date:	
(Parent) Agency/ Department:		Office/Division/ etc.:	
Requestor Name:		Telephone Number:	
Email Address:		Supplier's email:	
Supplier's Name:		Telephone Number:	
Point of Origin		Zip Code:	
Point of Destination		Zip Code:	

Enter Supplier's Firm Freight Quote:	\$	Total Dollar Value of Order:	\$
DESCRIPTION OF ITEMS ORDERED*	WEIGHT	FREIGHT CLASS/ NMFC**	**NMFC = National Motor Freight Classification (up To 7 digits). (Obtain from Supplier)

TYPE OF SHIPPING NEEDED (check the box to left of selection)

☐ General Freight	☐ Flatbed	☐ Temp. Control	☐ Multiple Shipments
☐ Truckload	☐ Air Ride	☐ Air Freight	☐ Expedite Shipment
☐ Small Parcel (Master Agreement) (up to 150 pounds)	☐ Padded Van	☐ Other (describe):	

The following is Transportation Management's recommendation for the above shipment:

☐	Ship via Supplier's Firm Freight Quote. Note on PO: F.O.B. DESTINATION, PREPAY AND ADD FREIGHT TO INVOICE. FREIGHT NOT TO EXCEED \$ _____ PER SUPPLIER QUOTE. ALL FREIGHT CHARGES OVER \$50 REQUIRE A SUPPORTING PREPAID FREIGHT BILL, PRIOR TO FREIGHT PAYMENT.
☐	Ship via State's Small Parcel Agreement. Estimated Freight \$ _____. Note on PO: F.O.B. ORIGIN – THIRD PARTY BILLING TO ACCOUNT [INSERT ACCOUNT NUMBER]. SUPPLIER ROUTE VIA [INSERT CARRIER'S NAME] (GROUND). NOTE TO SHIPPER: PURCHASE ORDER NUMBERS NEEDS TO BE SHOWN ON SHIPPING DOCUMENT(S).
☐	Note on PO: F.O.B. ORIGIN FREIGHT COLLECT (REPLACE ORIGIN WITH CITY AND STATE) SHIPPING INSTRUCTIONS: SUPPLIER ROUTE VIA _____ Carrier's telephone number: _____ Annotate Bill of Lading as follows: "Freight for the State of California, Tender Number _____ applies. State of California Purchase Order Number _____ SHIP FREIGHT COLLECT. Estimated Freight: \$ _____. If supplier is unable to use this carrier, email TransportationManagement@dgs.ca.gov
☐	OTHER:

Approved by TMU Staff Member:

Visit our website for more information at [Transportation Management](http://TransportationManagement)

Email questions to TransportationManagement@dgs.ca.gov