

**MEREDITH TRANSPORT INC.**

**PO BOX 4505**

**ARCHDALE NC 27263**

**ACCOUNTING: (336) 861-0985**

**FAX: (336) 434-4262**

**E-MAIL: [acct2@meredithtransport.com](mailto:acct2@meredithtransport.com)**

**WEBSITE: [www.meredithtransport.com](http://www.meredithtransport.com)**

**ATTN: ACCOUNTING OR BILLING DEPARTMENT**

**BILLING INSTRUCTIONS FOR ALL MTI LOADS**

**BILL ALL LOADS TO:** MEREDITH TRANSPORT INC.  
103 CAROLINA COURT  
PO BOX 4505  
ARCHDALE NC 27263-4505

IN ORDER TO PROCESS YOUR FREIGHT BILLS IN A TIMELY MANNER, MTI NEEDS THE FOLLOWING INFORMATION:

1. ORIGINAL OR SCANNED SIGNED PROOF OF DELIVERY (NO FAXED COPIES ACCEPTED UNLESS APPROVED BY MTI ACCOUNTING DEPT.)
2. MTI - LOAD NUMBER (OBTAINED FROM MTI RATE CONFIRMATION i.e. 357#)
3. MTI - CARRIER/BROKER CONTRACT NUMBER
4. IN ORDER TO PROCESS PAYMENT, WE MUST HAVE A W-9 AND OUR SIGNED CONTRACT FOR YOUR COMPANY ON FILE.

ALL FREIGHT BILLS ARE DATE STAMPED THE DAY RECEIVED IN OUR OFFICE – THEY ARE ENTERED INTO OUR COMPUTER TO PAY **30 DAYS FROM RECEIPT OF INVOICE** – PAYABLES ARE PROCESSED AND PAID EACH FRIDAY. (PLEASE REMEMBER TO ALLOW MAILING TIME IN BOTH DIRECTIONS.)

**QUICK PAY OPTIONS ARE AVAILABLE UPON BOOKING A LOAD. PLEASE DISCUSS QUICK PAY OPTIONS WITH THE BOOKING DISPATCHER.**

**DIRECT ALL A/P INQUIRIES TO:**  
CONTACT PERSON: HEATHER LUTHER (ACCOUNTS PAYABLE)  
PHONE: (336) 861-0985  
[heather@meredithtransport.com](mailto:heather@meredithtransport.com)