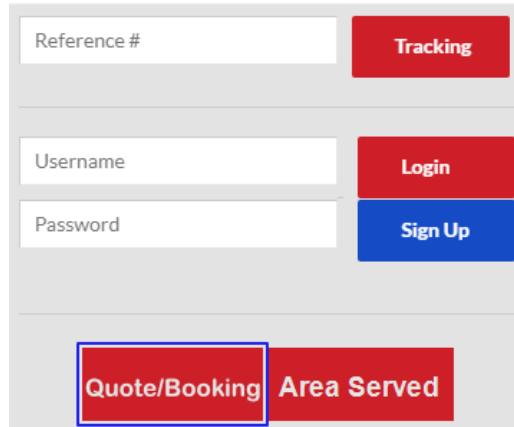# Freight Force Quote & Online Booking Process
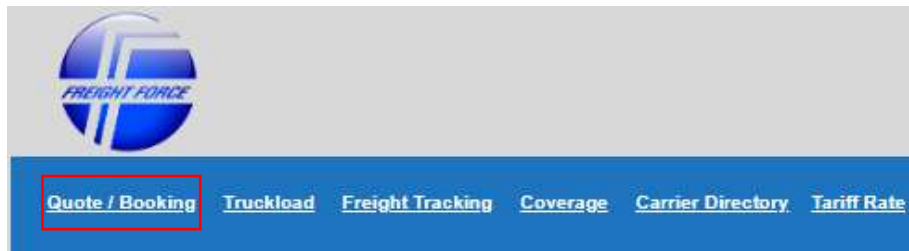
1. Log into the Freight Force Website by opening a web browser (Google Chrome the most compatible) and going to www.freightforce.com.
   a. To Quote or to Book On Line please click on the "Quote & Booking" icon from our home page.
   b. Type in your username and password.
   c. Click Login

Once you have logged in:

2. You can click on the "Quote/Booking" link to get a quote and to book a shipment.

3. The improved Quote and Online Booking template now offers fields for Type of Move and Service Type for a more accurate description of the service you are requesting. Also available are tutorials for our Standard and Quick Quote options. We have also upgraded our accessorial service offerings to the most popular service types requested.

a. Selecting a Freight Force Facility will auto populate the fields for the Approved Motor Carrier. Remember when picking up from or dropping to an Air or Ground service provider always select a Freight Force Facility as your shipper or consignee.

b. Enter your Type of Move and Service Type.

c. Then enter your shipper consignee information. Prior to finalizing your quote request you will be prompted and given the option to save the shipper and consignee information once entered which will build your address book.

d. When there is a carrier shared zone you will be prompted to select the zone
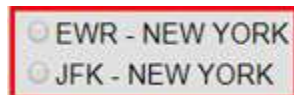
e. Enter your Pickup and Delivery dates along with Ready & Close times.

4. "Click to View Accessorials" button to view accessorials.

Select at least 1 Accessorial or NONE

Click to View Accessorials

5. You can select multiple accessorials by simply clicking on the box next to each accessorial service required.

   If this shipment requires no accessorial, select "None"

Select at least 1 Accessorial or NONE

Click to View Accessorials

☐ ****NONE****
☐ AIRPORT DROP (PU FF)
☐ AIRWAY BILL PREP (DOMESTIC)
☐ AIRWAY BILL PREP (INTERNATIONAL)
☐ APPOINTMENT
☐ COD FEE
☐ CONVENTION CENTER SURCHARGE

   Below the accessorial options is the Declared Value field. Leave blank if no value will be declared. Any shipment with a Declared Value of $25,000 or greater must be approved by Freight Force Corporate prior to transport.

7. Enter shipment Quantity, Weight & Dims and a product description.

   a.   Shipment Quantity
   b.   Weight in LBS
   c.   Length in inches
   d.   Width in inches
   e.   Height in inches
   f. Description of the items

	QUANTITY	WEIGHT (lbs)	LENGTH (in.)	WIDTH (in.)	HEIGHT (in.)	DESCRIPTION	
1							
2							Add Another Line

   Click the "Add Another Line" button to add more Shipment Quantity, Weight and Dimensional information as needed.

8. Clicking the [GET QUICK QUOTE NOW!] button will generate a quote, send a detailed email back to you, the customer with our carrier and sales department on copy.

9. Calculated charges are displayed in the Results Section

QUICK QUOTE RESULTS

QUOTE / BOOKING#:	5018
AREA SERVICED:	LONG BEACH (LAX - B)
FSC%: 27.00	
FREIGHT CHARGE:	14.20
FUEL SURCHARGE:	3.83
AIRPORT/GROUND PROVIDER DROP (PU FF)	$8.00
DECLARED VALUE($ 15,000.00)	$75.00
TOTAL CHARGES:	**101.03**

After your total charges are calculated, you can convert the quote into a live shipment immediately or save the quote to book at a later time (**must be booked within 10 days for rates to be valid**)

BOOK NOW!

10. All quotes and bookings are saved for review and or reusing later

      f. The Quote/Booking number appears in the quick quote result box and on the top of the page in the Quote & Booking History

      g. By clicking the "View" hyper link information saved will repopulate the screen.

Quote & Booking History

Q/B#	History	Date & Time	
5017	QUOTE	12/27/2018 8:17:24 AM	View

11. When you click "Book Now!" the supporting document modal appears.

PLEASE UPLOAD SUPPORTING DOCUMENTS:

Choose File | No file chosen

Files uploaded:

OK

This is an optional feature which will allow you to upload documents to our carrier. For example when you need to send our carrier Master Bill information for shipment routing purposes or your Bill of Lading to be used as a delivery document click on "Choose File". If you have no files to upload simply click "OK"