



Mailing address: PO Box 676, Columbia, IL 62236
Physical address: 6 Coulter Street, East Carondelet, IL 62240
Phone: 618-509-5804
Email: doni@middendorfinc.com

To: All Lease Truck Companies:

Complete the enclosed Contact Information Sheet please return completed with:

- **Certificate of Insurance – as instructed in insurance requirements attachment**
- **Work Comp Insurance**
- **W-9**

To ensure your company is paid in a timely manner we request all truck tickets and support documents be emailed or dropped off at our office, **to be received in our office no later than Tuesday end of day, for the prior week of work.** *We have a mailbox outside the electronic gate & office door so tickets can be dropped off during non-business hours.*

If emailing tickets and invoice, please send to doni@middendorfinc.com

Your paperwork delay will delay all companies' paperwork being processed, and delay your funds being received each week. If you have any questions regarding paperwork and billing, contact Doni Snyder in the office at the above phone number and email.

Our work week runs Sunday through Saturday. You will be paid for your hours the following Friday. For Illinois and Missouri work, a check will be issued. For Texas work, direct deposit will be issued.

For Illinois and Missouri jobs and dispatch, contact Allan Middendorf at 618-540-8446
For Texas jobs and dispatch, contact Allan Middendorf at 972-800-3328

If a truck breaks down or if a driver is unavailable for a job, please call or text Allan as early as possible so he can find someone to replace you.

We hope for a busy and profitable affiliation for all of us. If we work together, we can accomplish this goal.

Remember to think SAFETY above all else.



Truck Ticket Instructions

It is the truck driver's responsibility to:

- **Make sure ticket is dated correctly**
- **Make sure truck number is located on the ticket also**
- **All job information included in dispatch is to be recorded on the ticket. (Customer name, job name, PO # or job #)**
- **Make sure start and end times are legible and NOT ALTERED after the foreman has signed off.**
- **Note material hauled, track loads even on an hourly job.**
- **DO NOT LEAVE JOBSITE UNTIL YOUR TRUCK TICKET HAS BEEN SIGNED OFF BY AN AUTHORIZED REPRESENTATIVE.**



Subcontractor Contact Information

COMPANY NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

CONTACT NAME: _____

COMPANY EMAIL: _____

PLEASE LIST EQUIPMENT QUANTITIES ON EACH LINE

TANDEM: _____

TRACTOR TRAILERS: _____

TRI AXLES: _____

STEEL END DUMP: _____

QUAD AXLES: _____

ALUMINUM END DUMP: _____

SIDE DUMP: _____

BELLY DUMP: _____

FLAT BED: _____

STEP DECK: _____

Please sign and date upon completion:

Signature

Date: