

## UPCS CHECKLIST OF ITEMS NEEDED

- 1. Carrier Profile Form
- 2. Service Provider Questionnaire Form
- 3. W-9 Form
- 4. Customer References
- 5. BLANK INVOICE with REMIT TO address on it
- 6. ALL Motor Carrier Certificates
- 7. SCAC Codes and Certificates
- 8. DOT Safety Rating
- 9. Insurance Certificates (*See Exhibit A*)
- 10. Operation Standard Operating Practices ( SOPs)
- 11. OSHA Form 300, 300A, 301
- 12. OSHA Reportable
- 13. Prior Year Incident Rating Report
- 14. Equipment Inspection Report and SOP
- 15. Driver Qualifications Process
- 16. Driver Logs/Hours of Service Policy
- 17. Quality Assurance Programs/Forms