

“Book It” At ForwardAir.com



Introducing *FAST Book* — Delivering Easy Online Booking and Communication for Forwarders

Managing transportation information requires the best technical tools and expertise in the industry to stay ahead of the game. Forward Air supports transportation professionals with a comprehensive set of tools to keep you informed at ForwardAir.com. Our latest enhancement, *FAST Book*, lets you book shipments before they're tendered in our network cutting time and cost out of your operation. By reducing the need for paper bills of lading, tendering shipments can be faster and more accurate, even if the freight is 3,000 miles away. Plus you can use *FAST Book* to email cartage instructions to agents to improve local freight transfers in over 60 terminals throughout the United States and Canada.



Forward *Air*, Inc.[®]

It's Easy to Book It on ForwardAir.com.

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FAST Book

To book an airbill online please fill out the following:

Shipping Information

* Account Number: (Your 7 digit Forward Air customer account number.)

* Origin: Please Select a Location

* Destination: Please Select a Location

Get Service Schedule

* Pieces: 0

* Approximate Weight: 0 Lbs Kgs

* Description:

If the declared value of the shipment exceeds fifty cents (\$.50) per pound, an insurance surcharge of sixty-five cents (\$.65) per One Hundred Dollars (\$100.00), or portion thereof, excess value shall be assessed. Neither FORWARD AIR nor the carrier(s) retained by it shall be liable for damages in excess of Fifty Thousand Dollars (\$50,000.00) per shipment, regardless of the value declared.

* Declared Value: \$ 0.00

* Date of Shipment: 05/19/2004

Forward Air Airbill #: (If left blank, a valid number will be generated at booking completion.)

Maximum length of each Reference Number is 30 characters.
Please use semi-colon[;] to separate multiple Reference Numbers.

Reference #:

(You may enter up to 80 characters.) Characters left: 80

Special Instructions:

* Denotes required field

Continue Cancel Back

Step 1—The Details

Fill out shipment information just like you fill out our paper airbill.

- Input your account number
- Add the shipment's origin, destination, pieces, weight, declared value, description and airbill & reference numbers

- Add your special instructions

You control your data accuracy.

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Contact Information

Shipper Selection List

* Shipper List: Not listed below. Please enter Shipper information.

Shipper

* Name: My Company

* Address1: 123 Anywhere Street

Address2: Suite 123

* City: Anytown

* State: GA

* Zip: 99999

* Country: US

* Phone: 111-111-1111

* Contact: My Name

* Email: myname@mycompany.com

* Confirm Email: myname@mycompany.com

Consignee Selection List

* Consignee List: Not listed below. Please enter Consignee information.

Consignee

* Name: My Consignee

* Address1: 123 Consignee Way

Address2: Suite 123

* City: Anytown

* State: MA

* Zip: 22222

* Country: US

* Phone: 222-222-2222

* Contact: Consignee Name

Email: myconsignee@consigneecompany.com

* Denotes required field

Continue Modify Airbill Cancel

Step 2—The Addresses

Fast and simple page completion in as few as five clicks!

- Most shipper information is filled from the account number
- Input consignee information

After the consignee data is typed in once, FAST Book remembers it in your address book for each account number by destination.



Step 3—The Confirmation

Verify the booking information, modify any fields and click book airbill to finish. It's that simple.

- Get airbill numbers and charges
- You can print the booking confirmation or an airbill copy after completing the booking

Book big distributions in advance and edit any time prior to tender.

FAST Track Printer Friendly Version

Print Airbill PDF Another Booking Finish

Your shipment has been booked
Please Print This Page

FAST Book Your airbill tracking number is: **12345679**.
(Use this airbill number to track your shipment on [FAST Track at ForwardAir.com](#))

FAST Forms You may print this page or print a PDF copy from the button above for your records or cartage communication needs. Please print this page and bring the freight to the origin location.

Fuel Surcharges Please provide the following airwaybill number: **12345679** to the Forward Air personnel as proof of purchase.

Active Summary

Recovered Summary

Invoiced Summary

Administer Users

Log out of Forward Air Premier

Origin Address Information		Destination Address Information	
FORWARD AIR, INC. - DFV	1065 E HORTINVEST HWY, STE 600	FORWARD AIR, INC. - ATL	690 AIRPORT SOUTH PARKWAY
GRAPEVINE, TX	78051 US	COLLEGE PARK, GA	30348 US
	817-410-5200		770-994-9237

Shipping Information

Origin: DALLAS, TX (DFW)
 Destinations: ATLANTA, GA (ATL)
 Pieces: 100
 Approximate Weight: 100.0 Lbs
 Description: cookies
 Estimated Shipping Costs: \$
 Shipping on: 05/12/2004
 Special Instructions:
 Reference #:

Account Information	Shipper	Bill To
Name: MY COMPANY	MY COMPANY	MY COMPANY
Address1: 123 ANYWHERE STREET	123 ANYWHERE STREET	123 ANYWHERE STREET
Address2: SUITE 123	SUITE 123	SUITE 123
City: ANYTOWN	ANYTOWN	ANYTOWN
State: CA	CA	CA
Zip: 99999	99999	99999
Account Number: 3456789	3456789	3456789

Contact Information	Shipper	Consignee
Name: MY COMPANY	MY COMPANY	My Consignee
Address1: 123 ANYWHERE STREET	123 ANYWHERE STREET	123 my consignee way
Address2: SUITE 123	SUITE 123	
City: ANYTOWN	ANYTOWN	anytown
State: CA	CA	GA
Zip: 99999	99999	12345
Country: US	US	US
Phone: (555) 555-1212	(555) 555-1212	(555) 555-1212
Contact: Your Contact Name	Your Contact Name	The consignee name
Email: mycompany@mycompany.com	mycompany@mycompany.com	

FORWARD AIR, INC. Transportation Contract

Step 4—Now Communicate

Review all current bookings in one list. Or send complete shipment details to cartage agents, consignees, customers—up to three addresses—with special instructions.

- Fill in the email addresses
- Click "Email Agent" - It's sent

Save phone calls, duplicate typing of shipment info and real time.

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Current Shipment Bookings

Please click on the Forward Air Airbill Number to view details or make changes to the Booking information.

Forward Air Airbill	Origin	Dest	Pieces	Weight	Description	Departure Date	PDF	
20734008	BOS	BHM	160	3000.0 L	Computer Parts	05/14/2004	PRINT	CANCEL
20734009	CHS	BOS	180	80.0 L	Picture Frames	05/14/2004	PRINT	CANCEL
20734010	IAD	DFV	3000	15000.0 L	Paper Products	05/14/2004	PRINT	CANCEL

If you do not have Acrobat Reader installed, [download](#) [now](#).

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Current Shipment Bookings

Please select the Forward Air Airbills for Agent Notification Email.

Forward Air Airbill	Origin	Dest	Pieces	Weight	Description	Departure Date
<input type="checkbox"/> 20734008	BOS	BHM	160	3000.0 L	Computer Parts	05/14/2004
<input type="checkbox"/> 20734009	CHS	BOS	180	80.0 L	Picture Frames	05/14/2004
<input type="checkbox"/> 20734010	IAD	DFV	3000	15000.0 L	Paper Products	05/14/2004

* Your Name: Peter Miller
 * Your Phone: 8885551212
 * Your Company: Freight Importers Inc.
 * Your Email: pmiller@yourcompany.net

* Do you want a copy of Agent Email?: Yes No

* Agent Email: _____
 CC Email 1: _____
 CC Email 2: _____

(You may enter up to 500 characters.) Characters left: 500

Special Instructions: _____

* Denotes required field

Email Agent Reset



Forward Air, Inc.®

NORTH AMERICA'S MOST COMPLETE ROAD FEEDER NETWORK®

Choose The Right Information Tool For Your Business Needs

Forward Air gives you two choices for improving your company's productivity and profits. If your company has invested in EDI already, our Electronic Information Transfer Program is the right solution. All Premier customers can use ForwardAir.com to book, track and communicate better than before.

Key Features and Benefits of ForwardAir.com with *FAST* Book and *FAST* Track

- Get dynamic information on shipment status and schedules—full visibility available in real time
- Book and track all shipments from our secure site—one stop shopping for all your information
- Go paperless with *FAST* Book online booking—stop paying documentation fees for paper airbills
- Send shipping information to agents and consignees from *FAST* Book—streamline communication

Key Features and Benefits of Forward Air's Electronic Information Transfer Program (EDI)

- Reduced paperwork for your employees—paperless systems improve your company's productivity
- Get real-time shipment visibility through instant status messages—save time by eliminating tracking phone calls and improve communication to your customers
- Eliminate local document preparation fees—paperless transactions reduce costs and data errors
- No training required—save time and money as your employees input data once in your own system



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For Booking & Tracking, Go To www.ForwardAir.com • For Customer Service, Call 1-800-726-6654