

# End of Day Debrief Procedures

- Remove tractor feeds from all manifests and forms.
- Ensure all backhauls stamps are completed.
- Retrieve from dispatch all Backhaul, store transfers and dunnage pickup forms if assigned over the phone.
- Any time delays or issues please indicate on Timesheet and have Dispatch sign off.
- Arrange all Load Manifest's in time order.
- Place Backhaul, Store Transfers and Dunnage Forms on bottom.
- Complete Timesheet on place on top.
- Put in one envelope only.
- Failure to ensure all paperwork assembled and complete can result in delay of pay.