

# Three Dog Logistics

We take the bite out of postage & freight.



## Mail Rover

### Order a Shipment

- Click on **Customer Login** found in the upper right corner of the Three Dog Logistics' Home page.
- Enter the user **Login ID and Password** assigned to you when you set up your Three Dog Logistics' account. (Need an account? Contact info@threedoglogistics.com)
- Enter your **Destination Zipcode**.
- After dynamically searching for your best rate, Rover displays both transit time and rate. If you choose to make this shipment, simply enter the **Customer Add Shipment** area.
- Rover populates your **Origin Information** based on your Login. If you have **Multiple Locations**, click on the magnifying glass in the Origin area to lookup and select a different address.
- Enter your **Destination** or select from a list of pre-populated BMC and SFC locations by clicking on the magnifying glass in the Destination area.

### Shipping Documents

- Rover generates your **8125**. After your 8125 has been verified and stamped by the post office, **make two additional copies**. The original 8125 is placed into a Document Carrier and affixed to your mail skid. One copy goes to the driver along with the signed Bill of Lading. The final copy is for your files.
- Rover generates **4 shipping labels per skid**. One label should be attached to each side of the skid.
- After pickup, **Three Dog Logistics needs a copy of your 8125**. This can be sent by Fax (443-836-0240), email or by using the simple Upload feature on the Three Dog Logistics' site.

### Prepare Your Shipment

- The **original, stamped 8125 travels with the mail in a Document Carrier** affixed to the skid. ***This is the single most important step in on-time delivery.***
- A **shipping label should be affixed to each side** of the skid to ensure proper delivery.
- Be sure the mail is **wrapped securely to the skid** to prevent movement and shifting of the freight in transit.
- All mail must follow the USPS policies of wrapping. A **minimum of 3 layers of shrink-wrap** is recommended to prevent damage during shipment.

### Track Your Shipment

- After your shipment order is complete, Rover tracks the **status, delivery day and shipment history** for you. This information is always at your fingertips – real time!