

# QUICK START GUIDE: Getting an LTL Rate Quote on My Estes

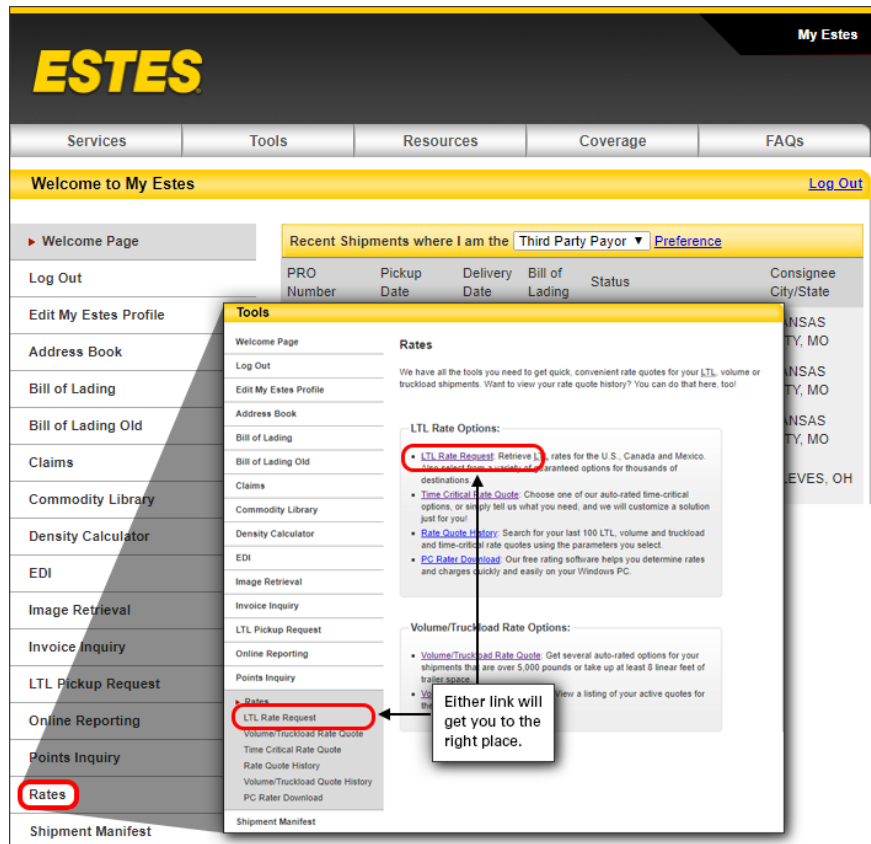
## STEP 1

Go to [www.estes-express.com](http://www.estes-express.com) and log in to **My Estes**.



## STEP 2

On the welcome page, click **Rates**. Then click **LTL Rate Quote**. If you're unsure about which rate tool to use, check out this [handy chart](#) on our website that explains the options.



### STEP 3

Fill in the quote details, including **Contact and Routing Information**, **Commodities** and **Accessorials**, and click **Submit**. Required fields are in **\*BOLD**. Note that you can toggle to other rate quote tools using the buttons across the top of the application page. Or, you can go to the quote history to recalculate and book a saved quote.

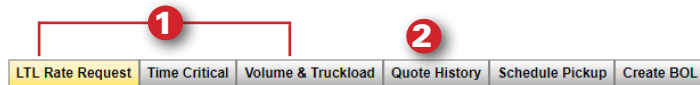
1 Use these tabs to access the different rate tools.

2 **Quote History** includes past quotes from all rating tools in one place — LTL, time critical and volume/TL.

3 **Expand** to see additional accessorials.

4 Click **Submit** to see and select service level options based on the information you provided.

5 The **Contact and Routing Information** section of the screen changes to include an account code or account key dropdown box for group or corporate accounts.



#### LTL Rate Quote

Retrieve DIAMOND CRYSTAL BRANDS rates for U.S., Canada and Mexico by supplying origin and destination information along with commodity class and weight information for your shipment.

Rate will be based upon Estes Express Lines rates in effect 04/24/2018.

Required fields are in **\*BOLD**.

**Contact and Routing Information**

\*My Role:  \*Terms:

Country ZIP City State

\*Origin: United States     Clear

\*Destination: United States     Clear

**Commodities**

*Class	*Total Weight	Description
<input type="text"/>	lbs. <input type="text"/>	<input type="text"/>
<input type="text"/>	lbs. <input type="text"/>	<input type="text"/>
<input type="text"/>	lbs. <input type="text"/>	<input type="text"/>

+ Additional Commodity

**Accessorials** 3 Expand

<input type="checkbox"/> Alaska Inside Delivery	<input type="checkbox"/> Lift-Gate Service (Delivery)
<input type="checkbox"/> Alaska Lift-Gate Service	<input type="checkbox"/> Notify Request
<input type="checkbox"/> Alaska Prison/Military Delivery	<input type="checkbox"/> Overlength Charge - 8' but less than 12' in length
<input type="checkbox"/> Alaska Residential Delivery	<input type="checkbox"/> Overlength Freight (Exceeds 28') - If traveling more than 600 miles see EXLA 105 Item 670-10
<input type="checkbox"/> Appointment Request	<input type="checkbox"/> Overlength Freight (12.00' to 19.99')
<input type="checkbox"/> Construction Site Delivery	<input type="checkbox"/> Overlength Freight (20.00' to 27.99')
<input type="checkbox"/> Hazardous Materials	<input type="checkbox"/> Protect from Freezing (US only)
<input type="checkbox"/> Inside Delivery	<input type="checkbox"/> Residential Pickup or Delivery

Submit 4

**Contact and Routing Information**

\*Account Code: 0062372 - POR 5 \*My Role:  \*Terms:

Country ZIP City State

\*Origin: United States     Clear

\*Destination: United States     Clear



## STEP 4

Once you get to this screen, your quote will be stored in Quote History.

**1**

LTL Rate Request | **Time Critical** | Volume & Truckload | Quote History | Schedule Pickup | Create BOL

### LTL Rate Request

Rate based upon information you provided and Estes rates in effect 04/24/2018.

**Quote Information**

Quote Number: **L978525** **2**  
My Role: Shipper  
Terms: Pre-paid

**Routing**

Service Lane: 2 Days  
Origin: [DALLAS\\_TX\\_75203\\_US](#)  
Destination: [APPOMATTOX\\_VA\\_24522\\_US](#)

**Commodities**

Commodity Description	Class	Weight	Rate	Charge
Widgets	100	360	\$XX.XX	\$XXX.XX

**Quote Summary**

Description	Totals
Commodity Total	\$XXX.XX
Weight	
Discount	(\$XXX.XX)
Fuel Surcharge 21.50%	\$XX.XX
Net Freight Charges	\$XXX.XX

**Adjust Service Level**

- 10<sup>am</sup>** **SELECTED** [Guaranteed By 10 AM](#) [Contact Us](#) **3**
- 12<sup>pm</sup>** [Guaranteed By 12 PM](#) [Contact Us](#)
- 5<sup>pm</sup>** [Guaranteed By 5 PM](#)  
+\$XXX.XX  
(Total: \$XXXX.XX)
- LTL Standard** **4**  
Included  
(Total: \$XXXX.XX)

**Additional Options**

- 5** **Time Critical**  
Need It Faster?
- 6** **Volume & Truckload**  
Got a Large Shipment?

**7** **8**

[Book Shipment](#) [Update Quote](#) [Print Quote](#)

- 1** Click here to see a searchable list of past quotes.
- 2** Note the new alpha-numeric quote number format.
- 3** When you click on **Contact Us** for one of the standard-transit day guaranteed options, you'll see a pop-up box that will ask for contact and shipment details. Once you hit **Submit**, your information will be sent to the time-critical team and someone will contact you quickly.
- 4** The red **SELECTED** banner will show the option chosen. To change your rate/service choice, simply click another icon displaying an actual rate. Or, click **Contact Us** for the other options.
- 5** When you click on the **Time Critical** icon under **Additional Options**, the app takes you to the **Time Critical Rate Quote** application. Details already input will be carried over.
- 6** When you click on the **Volume & Truckload** icon under **Additional Options**, the app takes you to the **Volume/Truckload Rate Quote** application. Details already input will be carried over.
- 7** Once you've selected an option, you can click on **Book Shipment**, which takes you to the LTL Pickup Request.

For delivery by 10 a.m. or 12 noon or for a customized time/date, expedited or exclusive use, all customers (including those with a Select Account Agreement) must contact the Time Critical department (1-800-645-3952) for authorization prior to shipping.

The National Motor Freight Classification governs all freight classification disputes and is the sole source for determining actual classes. On collect shipments, if the consignee has a pricing program with Estes Express Lines, the consignee pricing prevails. Rates provided are only applicable to LTL shipments serviced by Estes Express Lines. Automated rate quotes are not applicable to service provided by other Estes operating entities. **9**

Unless otherwise provided, any LTL shipment that exceeds 250 cubic feet of a trailer will be subject to a minimum charge based on 6 **9** ~~the applicable class 125 rate and using the customer's discount. Please refer to EXLA 105~~

- 8** **Update Quote** allows you to go back to the original screen to adjust details. When you adjust the quote, a new quote number is generated.
- 9** Be sure to review the terms and conditions beneath the rate details page.

### Questions?

Call 804-353-1900, Ext. 2699, or email:  
[salesupport@estes-express.com](mailto:salesupport@estes-express.com)



Service Is What Our People Deliver!®

## STEP 5

When you click on Book Shipment, the LTL Pickup Request page will appear, pre-filled with some information.

- 1** **User Information** will be pre-filled with information you've already entered.
- 2** Icons under **Shipper Information** will change depending on the role selected under **User Information**. **User Information**, **Use My Address**, **Address Lookup** and **Manage Address Books** are the four options.
- 3** This section will be pre-filled if you have already set up your account to do so using your address book.
- 4** The system will pre-fill with the current date. Adjust as needed by clicking on the calendar icon.
- 5** Adjust pickup availability time range as needed.
- 6** Select the Hook/Drop box if you require a pickup or drop-off trailer at your location.
- 7** Click here if you need a liftgate at pickup and to indicate whether or not pallets can be stacked. Your eventual rate will generally change if you require liftgate service but did not include that accessorial in your original rate request.
- 8** ZIP and weight will be pre-filled. Add other shipment description details here. (Note: If you change the weight or destination ZIP code, it may change both your rate and the quoted delivery time if your shipment is guaranteed.)
- 9** Enter any special instructions about your shipment here.
- 10** Click here if your shipment is intended for Estes Forwarding Worldwide.

### LTL Pickup Request

Fill out the form below to submit a Pickup Request. Please note that pickups requested after 3:00 p.m. local time may not be picked up today. To ensure same day pickup, please call (804) 353-1900, Ext: 2500.

Required fields are in \*Bold.

[View Pickup History](#)

#### User Information

\*Name:  **1**  
\*Telephone:  ext:   
\*Email Address:   
\*Role: Shipper

#### Shipper Information

**2**

(Fill from old request)  **3**

\*Contact Name:   
\*Address 1:   
\*City:   
\*Zip Code:  -   
\*Email Address:

\*Company:   
Address 2:   
\*State:   
\*Telephone:  ext:

#### Pickup Details

Pickups can be entered up to 30 days in advance.

\*Pickup Date:   **4**  
\*Available By: 8  :00 AM  **5**  
\*Close At: 5  :00 PM

Hook/Drop **6**  
 Liftgate required at pickup **7**  
 Do not stack pallets **7**

1 If Hook/Drop is selected, only one line of shipment information is allowed.

#### Shipment Information

Dest. Zip Code	*Total Pieces	*Total Weight (lbs)	Total Skids	*Hazmat	Special Instructions	Your Reference Number
(Fill from old request) <input type="text"/> <b>8</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	N <input type="text"/>	<input type="text"/> <b>9</b> <small>256 characters remaining (256 maximum)</small>	<input type="text"/>
<input type="checkbox"/> Freeze	<input type="checkbox"/> Oversize/Extreme Length					
<input type="checkbox"/> Food	<input type="checkbox"/> Poison					
<input type="radio"/> FFW <b>10</b>	<input type="radio"/> Guaranteed <b>11</b>			<input checked="" type="radio"/> LTL Pickup	Send Email Notifications? <input type="checkbox"/> Accepted <b>12</b> <input type="checkbox"/> Completed	

Add another line

**13**

- 11** Click here if you've requested guaranteed services for your shipment, and be sure to write the request number and service level on your BOL.
- 12** Click here to get a notification email that Estes has received the pickup request and/or that the pickup has been made. You will automatically receive a notification email if we cannot make your pickup as requested whether or not you click either of these boxes.
- 13** Once you click **Submit**, your shipment is booked.



## STEP 6

When you submit the pickup, you'll get a confirmation screen that will allow you to add another pickup.

**ESTES** My Estes Contact Us Careers About Us

Services Tools Resources Coverage FAQs Site Search

Welcome to My Estes [Log Out](#)

Welcome Page  
Log Out  
Edit My Estes Profile  
Address Book  
Bill of Lading **5**  
Bill of Lading Old  
Claims  
Commodity Library  
Density Calculator  
EDI  
Image Retrieval  
Invoice Inquiry  
▶ LTL Pickup Request  
My Estes  
Online Reporting  
Points Inquiry  
Rates  
Shipment Manifest  
Shipment Status Report  
Shipment Tracking  
Web Services

Please print this document for your records. **1**

Please note that Pickup Requests received after 3 p.m. may not be picked up until the following business day. Business days are Monday – Friday.

For immediate assistance, please contact our Corporate Customer Care Department at (804) 353-1900, Ext: 2500.

**User Information** **2**

Name Joseph Shipper  
Phone (123) 456-1789, ext. 1234  
Email joe.shipper@joeshardware.com

**Shipper Information**

Name Joe Shipper  
Company JOE'S HARDWARE & SUPPLY  
Address 1234 MAIN STREET, MY TOWN, ST 12345  
Phone (123) 456-1789, ext. 1234  
Email JOE.SHIPPER@JOESHARDWARE.COM  
Appt. Date 04/30/2018  
Appt. Start Time 8:00 AM  
Appt. End Time 5:00 PM

**Shipment Information**

Request Number	Destination Zip Code	Pieces	Weight	Skids	Hazmat	Your Ref. Number	Details
1. 12345678 <b>3</b>	12345 -678	3	300	0	N		LTL Pickup

[Request Another Pickup](#) **4**

**1** If you chose Email Notifications on the previous screen, an email will be sent letting you know that your pickup request has been accepted. But if there is any reason why we can't make that pickup, you'll automatically receive an email.

**2** If you need help with your pickup—for example if you need to update or correct the information you've submitted—this is the number to call.

**3** If you call us concerning your pickup, this request number will help us identify the request in the pickup queue.

**4** Clicking on this link will take you back to a fresh LTL Pickup Request screen.

**5** Once you've scheduled your pickup, you can click on the Bill of Lading to create a convenient BOL for your shipment.

### Questions?

Call **804-353-1900, Ext. 2699**, or email:  
[salesupport@estes-express.com](mailto:salesupport@estes-express.com)

