



## Escort Paperwork Instructions

### 1. Print & Complete All Job Sheets

- Fill out **every field** on each form.
- Use **full names**—no initials.
- Incomplete paperwork may cause **payroll delays**.

### 2. Obtain the Delivery Order/Proof of Delivery Document

- After the off-load at the distribution center, the freight paperwork will be stamped, or a manager will initial the documents to show proof that the load was delivered to the distribution center. Be sure to obtain a photocopy of the paperwork to show Proof of Delivery (POD).

### 3. Submit Your Paperwork

- Email the completed Escort sheet and the Proof of Delivery documents to: [DFWinbound@bluestarsecurity.com](mailto:DFWinbound@bluestarsecurity.com), [brad.norman@squadsecurity.com](mailto:brad.norman@squadsecurity.com), [acucuzza@squadsecurity.com](mailto:acucuzza@squadsecurity.com) and [pdigiacommo@squadsecurity.com](mailto:pdigiacommo@squadsecurity.com)
- **PDF format is preferred**
  - If you cannot send a PDF, make sure all pages are **fully legible**.
- For tracking purposes, please keep the subject line identical to the original email.

For incident reporting, please complete this form: [Incidents](#)



MAXIMUM SECURITY ESCORT		
DATE:	FREIGHT FORWARDER:	GATEWAY: <input type="checkbox"/> ORD <input type="checkbox"/> JFK <input type="checkbox"/> LAX <input type="checkbox"/> BNA <input type="checkbox"/> IAH <input type="checkbox"/> DFW <input type="checkbox"/> OTHER _____
INTERNAL JOB #:	CLIENT REFERENCE #:	
ESCORT ORIGIN:		
DELIVERY LOCATION(S):		
WAREHOUSE REPORT TIME:	SCHEDULED DEPARTURE TIME:	ACTUAL TIME OF DEPARTURE:
<b>TEAM INFO</b>		
OFFICER 1:	PHONE #:	
OFFICER 2:	PHONE #:	
TRUCK DRIVER #1:	PHONE #:	
TRUCK DRIVER #2:	PHONE #:	
<b>REIMBURSEMENTS:</b>		
<b>OFFICER 1 REIMBURSEMENTS:</b>		
GAS OR MILEAGE:	MISC:	
<b>OFFICER 2 REIMBURSEMENTS:</b>		
GAS OR MILEAGE:	MISC:	
<b>RENTAL CAR INFORMATION:</b>		
RENTAL CAR COMPANY: <input type="checkbox"/> National <input type="checkbox"/> Enterprise <input type="checkbox"/> Hertz <input type="checkbox"/> Routes <input type="checkbox"/> Other _____		
RENTAL CAR RESERVATION #:	RENTAL CAR TOTAL:	
<b>TRUCKING DATA:</b>		
LOAD #:	BOL #:	TRUCK #:
# OF PALLETS LOADED:	BOLT SEAL #:	
TRAILER PLATE #:	TRAILER #:	
TRAILER DESCRIPTION:		
TRUCKING COMPANY NAME:		
DELIVERY DATE and TIME:	ARRIVAL TIME AT WAREHOUSE:	
UNLOAD START TIME:	UNLOAD FINISH TIME:	
<b>SOW:</b> (Date and Time)	<b>EOW:</b> (Date and Time)	<b>TOTAL HOURS:</b>

A Freight Forwarder employee will provide a photocopy of the shipment paperwork when the trailer is loaded and sealed. If the paperwork is not provided during the load out, make sure to obtain a copy of the shipment paperwork after the off-load at the delivery location which is usually a Distribution Center (DC). After the off-load is complete at the DC, the shipment paperwork will be stamped (or a warehouse person will initial the documents) to show Proof of Delivery. At the conclusion of your escort, please email the shipment paperwork and your receipts for the trip to your gateway.

