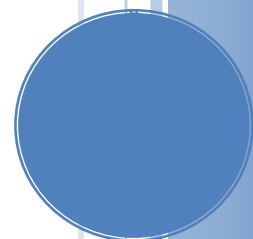


HOW TO **TOWNE***e*book

Making Towne's online booking tool work for you

Towne Air Freight's **TowneBook** gives you the ability to view quotes and book your freight directly from your computer. **TowneBook** offers many ease-of-use features such as remembering you're *My Moves*, providing auto-complete on pickup and destination locations, and also remembering your agents and their phone numbers.

With **TowneBook** you may also cancel shipments that have not been dispatched, edit shipment details, and print bills.



HOW TO **TOWNE***e***BOOK**

Making Towne's online booking work for you

To make use of Towne Air Freight's online booking system, you will need to login to the website. See **How To Login** document for more details.

BOOKING SHIPMENT

Contact & Billing Information

The initial **TowneBook** screen requires contact information. This is information on you, the person entering the shipment. But since you logged-in, we have your name and phone number, so this information should be pre-populated. If it is not or if it's incorrect, update your MyProfile (located under MyTowne).

Also specify the billing account for this move. The accounts you have permission to use are either displayed or located in the drop-down box. If you need additional accounts added to your login (your company accounts only), submit a Contact Us through the web indicating so.

Origin & Destination

New Move

If this is your first time entering a move, click the radio button next to New Move. If you've done this move before and saved it in your MyMoves, continue to that section.

Next you will need to select the move type by choosing pickup or drop at TAF dock and delivery or TAF dock hold & notify. Choosing pickup or delivery doesn't necessary indicate that this will be a door move, but you will need to select those options unless the freight is to be dropped or held at our dock.

The method we use to determine your move type is through our auto-complete function on the pickup and delivery name field. As you are typing, a list of company names from our database is displayed. Selecting a name from the list gives us more information on that location rather than manually typing the name. If for instance, the location is an industry location, you will be charged correctly for an airport move. So please, use our list of companies when possible.

If this is a move you use often, or even just once in a while, save it. It will be available the next time you wish to ship saving you valuable time.

MyMoves

MyMoves offers you a way to save your frequently used moves for future use. When using a saved MyMove, simply select the MyMoves radio button and the appropriate move from the list and all your move data is automatically entered allowing you to continue to the next screen.

TowneBook Booking & Quoting in one tool!

Welcome to the new TowneBook tool. Using this tool allows you to not only book a shipment but to additionally receive a **rate quote**. Booking is easier than ever with the option to save shipment data using **MyMoves** and the automatic saving of recent pickups and deliveries.

If this is your first time using TowneBook, select **New Move**. If this is a move (origin and destination) that you'll use again, select **Save Move and Continue**. The next time you book a shipment you will be given the option of using that same move under **MyProfile** under MyTowne.

Contact & Billing Information

Contact Name: TARA YOUNG
Contact Phone: 5742333183
Bill-to Account: AIT WORLDWIDE LOGISTICS (#5210490)

MyMoves
 New Move

Origin Information	Destination Information
<input checked="" type="radio"/> Pickup <input type="radio"/> Drop at TAF Dock	<input type="radio"/> Delivery <input checked="" type="radio"/> TAF Dock Hold & Notify
Recent Pickups: [Dropdown]	Airport: South Bend, IN (SBN)
Name: SOUTH B[...] SOUTH BEND CHEMICAL CO SOUTH BEND CONTROLS INC SOUTH BEND DRAFTING SOUTH BEND FOUNDRY	NOA Agent: Select Agent Other NOA Phone: 5745554444 (#####)
Address: SOUTH BEND LATHE	
City: SOUTH BEND MEDICAL FOUNDATION SOUTH BEND MODERN MOLDING INC	
Zipcode: SOUTH BEND PLASTICS	
Phone: SOUTH BEND SCREEN PROCESS SOUTH BEND TRIBUNE	

Use the auto-complete feature to select the pickup and delivery name whenever possible.

Welcome to the new TowneBook tool. Using this tool allows you to not only book a shipment but to additionally receive a **rate quote**. Booking is easier than ever with the option to save shipment data using **MyMoves** and the automatic saving of recent data.

If this is your first time using TowneBook, select **New Move**. If this is a move (origin and destination) you will be given the option of using that same move under **MyProfile** under MyTowne.

Contact Name TARA YOUNG
Contact Phone 5742333183
Bill-to Account AIT WORLDWIDE LOGISTICS (#5210490)
 MyMoves
 New Move

All previously used agents are available for selection which will automatically fill-in the phone number.

Origin Information	Destination Information
<input type="radio"/> Pickup <input type="radio"/> Drop at TAF Dock	<input type="radio"/> Delivery <input checked="" type="radio"/> TAF Dock Hold & Notify
	Airport South Bend, IN (SBN)
	NOA Agent Select Agent <input type="button" value="Other"/>
	NOA Phone Select Agent (#####)
<input type="button" value="Edit/Cancel Shipment"/> <input type="button" value="Print Pro/BOL"/>	<input type="button" value="View Transit Times."/> <input type="button" value="Save Move & Continue"/> <input type="button" value="Continue"/>

Towne Air Freight | Rocket Expedited Services | TAF
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Agents

When performing a TAF Hold & Notify, all previously used agents will be available in a select list. Clicking on the Other link will allow you to add to the list if the agent you need is not in the list.

Shipment Details

The next screen has space to enter all the details on the shipment including reference numbers and accessorials. If you wish to be notified by email on the status of the shipment, enter accordingly. This information is pre-populated from your MyProfile data.

9/28/2009

Quote & Confirmation

You will be shown the quote for the freight and given the opportunity to view and correct data prior to booking.



 Please review your shipment information. Once all the information is correct, click Book It!

Surface Move

Dates 092809 - 100209
Special Instructions
Handling Units 0

Quote Number 929082009
Reference Number(s) Freight Forwarder # 123
Declared Value \$

Origin Information	Destination Information	Billing Information
INDIANA CARTON 1721 W BIKE BREMEN, IN 46506 1234567890	RQ SAN FRANCISCO, CA 94103	Account #5210490 AIT WORLDWIDE LOGISTICS !!! SENT EDI !!! CHICAGO, IL 60666 TARA YOUNG 5742333183

Description	Class	Pieces	Lbs.	Rate	Amount
FREIGHT CHARGE	70	1	100	0.0	
AIT FUEL					

Total Charge

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[Book It!](#)

Notes

This quote is based on the information that you have provided. The actual shipment charges will be determined by shipment date, characteristics, weight, class and applicable service charges.
This quote is subject to the fuel surcharge in effect on the date of the shipment. The level of the applicable fuel surcharge is based upon the U.S. National Average Diesel Fuel Index and is adjusted every Wednesday for LTL shipments and monthly for Air Freight shipments. For the current surcharge percentage, see [fuel surcharge](#).

Complete

Once you click Book It!, your freight has been booked. Make note of your probill number at this time. You will have the ability to print your probill at this time.

EDIT SHIPMENT

Prior to dispatch and after booking, you will have the ability to edit your web-booked shipments. From the edit list, select the shipment you wish to edit.



Current Shipments Entered By TYOUNG

Probill/Conf #	Origin	Dest	Pcs	Weight	Ready/Drop Date & Time
203990816	TAF DAYTON	NOTIFY ON ARRIVAL - SBN	1	250	08/06/2009 6:00 PM
202594038	TAF SOUTH BEND	TAF LOS ANGELES	1	200	10/25/2007 3:00 PM
4158451	TAF SOUTH BEND	TAF LOS ANGELES	1	1	03/11/2007 11:30 PM
4033998	TAF EVANSVILLE	TAF LOUISVILLE	9	89	12/17/2006 1:00 PM
4033997	TAF LOUISVILLE	TAF EVANSVILLE	9	80	12/17/2006 12:00 PM
4033990	TAF SOUTH BEND	TAF GRAND RAPIDS	7	80	12/17/2006 12:00 PM

Your screens will look very similar to the screens used when booking initially. The only piece of data you are unable to modify is the origin data. If you happen to make a mistake in the origin, it's best to cancel the shipment and reenter it.



Please edit the shipment's move details. If there are no changes, continue to the following screen to edit the shipment details.

Contact Name

Contact Phone

Bill-to Account:

Drop at TAF Dock Information
TAF DAYTON 2039 KUNTZ ROAD DAYTON, OH 45404 0

Destination Information
<input type="radio"/> Delivery <input checked="" type="radio"/> TAF Dock Hold & Notify
Airport: <input type="text" value="South Bend, IN (SBN)"/>
NOA Agent: <input type="text" value="AGENT"/>
NOA Phone: <input type="text" value="5745554444"/> (#####)

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Continue >>

View/Print Pro Bill

REPRINTING OF PROBILLS

After booking online, you may also go back and reprint probills of all active shipments. These are shipments that have not yet been dispatched.

Home	Customer Tools	Towne Services	MyTowne	Careers
	Ind. Customer Rates			
	TowneBook	New		
	TowneTrack	Edit/Cancel		
	Import	Print Pro/BOL		
	Simple Quotes			
	Accessorial Charge Quote			
	Linehaul Schedule			
	Transit Times			
	Service Points			
	On-Time Guarantee >>			
	Acct Info/Online Stmts			
	Account Aging			
	Payment Tracking			
	TSA Certificates			
	LTL Rating Program			