

Pre-Billing Revenue Audit Checklist

12 checkpoints between load completion and invoice creation.

How to use this checklist

Run these 12 checks on every load after dispatch confirms delivery and before billing sends the shipper invoice. Check each box as you verify. If a charge is missing, add it before sending.

1 Rate Confirmation Match

Compare the carrier invoice line-by-line against the original rate confirmation. Flag any linehaul discrepancies, unexpected surcharges, or charges not in the rate con.

2 Detention Charges Captured

Check dispatch notes and driver communications for dock wait times exceeding the free time window (typically 2 hours). Verify detention charges are documented with arrival and departure times and added to the shipper invoice.

3 Layover Charges Captured

If the load required an overnight hold or multi-day delay, verify layover charges are documented and billed. Check driver logs, dispatch notes, and any shipper-approved delay confirmations.

4 Cancelled Dispatch Charges Billed

For any loads where a carrier was dispatched and the load subsequently cancelled, verify the cancelled dispatch fee is captured and billed to the shipper per the contract terms.

5 Lumper Fee Passthrough

Check if a lumper fee was paid at delivery. Verify the receipt is on file, the amount matches, and the charge is added to the shipper invoice as a passthrough.

6 Accessorial Charges Complete

Review all accessorials beyond linehaul: liftgate, inside delivery, residential, hazmat, reefer fuel surcharge. Cross-reference driver notes and BOL for services performed but not yet on the invoice.

7 Contract Rate Verification

For contract freight, verify the invoiced rate matches the current contract rate, not an expired or incorrect rate. Check for volume tier thresholds that may trigger different pricing.

8 Duplicate Invoice Detection

Search your TMS or billing system for duplicate carrier invoice numbers or suspiciously similar charges on the same lane and date. Flag any matches for manual review before payment.

9 POD on File and Verified

Confirm the Proof of Delivery is received, legible, signed, and uploaded to the TMS. Verify the delivery date, consignee signature, and any exception notes. Do not invoice without a clean POD.

10 BOL Cross-Reference

Compare the Bill of Lading against the rate confirmation for weight, piece count, commodity, and special handling. Weight discrepancies may indicate reweigh charges or class changes on LTL shipments.

11 Shipper Invoice Accuracy Check

Before sending, verify the shipper invoice includes the correct reference numbers, PO numbers, and any shipper-specific billing codes. A wrong reference number causes payment disputes and delays collection.

12 Margin Verification

Calculate gross margin on the load: shipper invoice minus carrier cost minus accessorials. Flag any loads where margin is negative, below your minimum threshold, or significantly different from the quoted margin.

Quick Reference: Where Revenue Typically Gets Missed

- Detention and layover — driver wait times not captured by dispatch
- Lumper fees — receipts lost between driver and billing team
- Cancelled dispatch charges — load cancels after carrier is dispatched
- Contract rate gaps — billing at old rates when new rates apply
- Accessorials entered after rate confirmation — added services not billed

Need help running this audit on every load?

ClearLane runs pre-billing revenue audits as part of our back-office operations.

Request a demo at getclearlane.com/contact | info@getclearlane.com