Detention and Accessorial Log

Updated November 2026 · Version v1

Log the time you arrive at the gate, not the time you get a door. Write who you notified and when. A claim with a timeline and an approval number is far easier to collect.

Per stop: write one block for each pickup and delivery

- ☐ Load # _____ Broker _____ Facility _____
- ☐ Appointment ____:____ Arrived ____:____ Checked in ____:____ Out ____:____
- ☐ Free time per rate con ____ hrs Detention rate $_____/hr Billable hours _____
- ☐ Notified broker at ____:____ by phone / email / app Name _____
- ☐ Approval # _____ Amount $_____
- ☐ Layover: yes / no $_____ TONU: yes / no $_____
- ☐ Lumper paid $_____ Receipt #_____ Reimbursed: yes / no
- ☐ Invoiced on ____/____ Paid on ____/____