Click here to enter a date.

**Small Account Client Profile**

Small account is classified as single service only. If the service isn’t listed, implementation meeting is required.

**Basic Client Background:**

Company Name: Click here to enter text.

Is This An Existing Customer?  Yes No

Website: Click here to enter text.

Commodity: Click here to enter text.

Brief Overview of the Business: Click here to enter text.

Anticipated Start Date: Click here to enter text.

Main Address: Click here to enter text.

Billing Address (If Different): Click here to enter text.

Billing Currency: Click here to enter text.

Billing Contact Name: Click here to enter text.

Billing Contact Phone Number: Click here to enter text.

Billing Contact E-mail Address: Click here to enter text.

Frontier Team: Click here to enter text.

Frontier ISR: Click here to enter text.

Frontier Business Development Manager: Click here to enter text.

**Please Have The Following Documents:**

Credit Application – must be approved by the time this document is sent out

Signed Contract

Expected Volumes for All Accounts

**Please Complete The Applicable Service:**

Frontier Manitoba Freight & Courier  Freight Forwarding  Northbound Chicago Consolidation

US Customs Brokerage  CAD Customs Brokerage  Frontier Consolidated Services[[1]](#footnote-1)

Manitoba Freight & Courier – Less Than 10 Shipments Daily

**Please Have The Following Documents:**

Rate sheet to customer

Account information to set up in the system to get rates

WEBship loaded in advance

**Check All That Applies:**

Same Day Delivery Required  Tail Gate Delivery Required  Hazardous Material

Food Products  Special Rates/discount levels  Fragile

**Please Complete The Following:**

Type of Company:  B2C  B2B

Identify Expected Weekly Volume: Click here to enter text.

Estimated Average Size Package: Click here to enter text.

LTL to Parcel Ratio: Click here to enter text.

Billing Frequency:  Daily  Weekly  Bi-Weekly

E-mail address of the shipper: Click here to enter text.

Main Pick-Up Location(s) (Full Address): Click here to enter text.

Required Receiving Times: Click here to enter text.

Required Pick Up Times: Click here to enter text.

Method of Dispatch:  WEBship  Call/Email

WEBship Login: Click here to enter text.

WEBship Password: Click here to enter text.

WEBship Activated Functions:  Order  Rates  Tracking  Proforma

The client has been trained on WEBship:  Yes  No

Require Services Outside of Our Delivery Service Points?  Yes  No

Is the client aware to let us know if a bigger truck is needed?  Yes  No

**Additional Notes**: Click here to enter text.

Northbound Chicago Consolidation – Once A Week Consolidation

**Please Complete The Following:**

Type of Company:  B2C  B2B

E-mail address of the shipper: Click here to enter text.

Identify ship schedule: Click here to enter text.

Routing out of Itasca:  East  West

To which location(s) in Canada: Click here to enter text.

LTL to small parcel ratio: Click here to enter text.

Hazardous Material:  Yes  No

Small parcel prepaid into Itasca by client/supplier:  Prepaid  Collect  Both

LTL Terms into Itasca[[2]](#footnote-2):  Prepaid  Collect

Is WEBship Setup?  Yes  No

WEBship Login: Click here to enter text.

WEBship Password: Click here to enter text.

WEBship Functions:  Order  Rates  Tracking  Proforma

The client has been trained on WebSHIP:  Yes  No

A1 Automated Process Set Up:  Yes  No

Who is leg one Carrier: Click here to enter text.

Freight Class & NMFC # if applicable: Click here to enter text.

Separate Leg 1 PFS needed for billing: Click here to enter text.

Consolidated order rating in A1: Click here to enter text.

**Additional Notes:** Click here to enter text.

US Customs Brokerage - Less Than 60 Imports A Year

**Please Have The Following Documents:**

Credit Application (for regular business); C.O.D. for infrequent importers

Customs Power of Attorney  New Account Information Form

Federal Tax ID or Social Security Number or Customs Assigned Importer Number

State issued proof of business, IRS EIN letter or Federal or State-issued photo ID

**Other Documents Needed To Clear Customs (To Be Provided As Early As Possible Before Shipment Arrival)**

Commercial Invoice  Packing List  Arrival Notice

Copy of Bill of Lading if Express Release; Original Bill of Lading otherwise

Other documentation, permits or licenses as required by Partner Government Agencies

**Brokerage Details:**

Country of origin of goods: Click here to enter text.

Peak/Slow Seasons: Click here to enter text.

Average # of tariff Lines per invoice: Click here to enter text.

Database provided?  Yes  No

If no explain how products will be classified: Click here to enter text.

Who will provide NAFTAs? Click here to enter text.

Products subject to Partner Gov’t Agencies? Click here to enter text.

Examples: EPA, DOT, FDA, Fish and Wildlife, Lacey Act, etc.

Who to contact if questions about an invoice/product/tariff: Click here to enter text.

Contact Phone Number: Click here to enter text.

Contact E-mail Address: Click here to enter text.

Does importer have a continuous bond? Click here to enter text.

Who handles final delivery to consignee? Click here to enter text.

Cargo Insurance needed?  Yes  No

For ocean shipments: Who will file ISF? Click here to enter text.

**To The Best Of Importer’s Knowledge, Please Check All That Applies:**

☐ Currently On Sanction ☐ Filed Bankruptcy ☐ Pending Bond Claims

☐ Prior Fraud or Negligence ☐Paid Bond Claims

**USA Brokerage Fees:**

U.S. Customs Entry Filing: Click here to enter text.

Duties/Taxes (at cost): Click here to enter text.

Importer Security Filing: Click here to enter text.

U.S. Customs Single Transaction Bond: Click here to enter text.

ISF Bond: Click here to enter text.

Courier/Messenger: Click here to enter text.

Partner/Government Agency Filing: Click here to enter text.

Other Charges: Click here to enter text.

**Additional Notes:** Click here to enter text.

CAD Customs Brokerage - Less Than 60 Imports A Year

**Please Have The Following Documents:**

Foreign Exchange Letter for US billed clients

GST Letter/Direct Security Letter

Canadian Release of Goods Bond

Power of Attorney/GAA

**Please Complete The Following:**

Average # of transactions per year: Click here to enter text.

Average # of CCI Lines per invoice: Click here to enter text.

Database provided?  Yes  No

If no explain how products will be classified: Click here to enter text.

Who will provide the NAFTAs? Click here to enter text.

OGDs: Click here to enter text.

Who to contact if questions about an invoice/product/tariff: Click here to enter text.

Contact phone number: Click here to enter text.

Contact E-mail: Click here to enter text.

**CAD Brokerage Fees:**

Flat Fee Click here to enter text. OR Schedule: HVS Click here to enter text. LVS Click here to enter text.

CCI Line Fee: Click here to enter text. Number of Free Lines: Click here to enter text.

**Additional Notes:** Click here to enter text.

International Freight Forwarding - Less Than 4 Imports A Year

**Please Complete The Following:**

Import  Export

Ocean  Air

Incoterms: Click here to enter text.

Name: Click here to enter text.

Address: Click here to enter text.

Shipping Contact: Click here to enter text.

Shipping Contact Phone Number: Click here to enter text.

Shipping Contact E-mail: Click here to enter text.

Customs broker: Click here to enter text.

Any special instructions: Click here to enter text.

PLEASE ATTACH APPLICABLE DOCUMENT/QUOTE

**Additional Notes:** Click here to enter text.

1. Upon Request & Review [↑](#footnote-ref-1)
2. If Frontier is doing LTL collect from supplier and bringing to Itasca, include rates/list of locations in excel sheet [↑](#footnote-ref-2)