



HOW TO REQUEST A QUOTE

Fort McKay Logistics LP requires you to create an account online to access all quotes and shipping request. Please follow these steps first to ensure your account is set up properly.

1. Enter the Fort McKay Logistics LP website main page
2. Create an account under "MY ACCOUNT"
3. Register your User ID and Password

Once registration is complete you will have full access to:

- Get a shipping quote
- Request a Shipment
- Review your recent shipments
- Review and update your profile

To Request a Quote:

1. Log into your account
2. Select Get a Quote
3. Select who the quote is requested by: Shipper / Consignee / Third Party
Consignee - The definition of a consignee is a person/company who is designated as the receiver of goods
4. Fill in all mandatory fields marked with an *
Pickup Address
 5. Contact Name - The contact name at the pickup location
 6. Company Name - Name of the organization where the material is to be picked up
 7. Pick up address - Complete address of pick up location**To Address**
 8. Contact Name - The contact at the delivery location
 9. Company Name - Name of the organization receiving the material
 10. Delivery address - Complete address of delivery location**Invoice To**
 11. Contact Name - Contact name at the Company being invoiced
 12. Company Name - Name of Company being invoiced
 13. Address - Address of the Company being Invoiced for the shipment**Additional Details**
 14. Pick Up Date – the day you want the material picked up
 15. Ready Time – the time the shipment will be ready to be picked up
 16. Closing Time – the time the business is closed
 17. Purchase Order – this is your PO # that you will use for billing purposes, this is not required if you are paying by credit card.



Payment Details

18. Payment Method – select the method of payment you will be using for the shipment
19. Credit Card – if this method is selected, please fill out the Credit Card Authorization (located on the main page under Customer Resources) form and have it pre-approved prior to requesting to ship the material
20. Prepaid – select this method if you have a credit account approved with Fort McKay Logistics LP. If you would like to set up a credit account, please fill out the credit application (located on the main page under Customer Resources) and have your approval completed prior to requesting shipping the material
21. Account Number – enter your credit account number that you have with Fort McKay Logistics LP
22. Type of Equipment used – if you know what type of equipment will be needed to ship your material please select it here
23. Measurements – select the type of method you want to enter your measurements in
24. Non Regulated goods – fill in all appropriate information pertaining to your shipment here
25. Regulated dangerous goods – fill in all appropriate information pertaining to your shipment here
26. Special Services – this is for any special services that you may require for pickup and delivery, extra charges may apply
27. Appointment Details – fill in this appointment date **“only if”** Appointment Delivery is selected from the Special Services options menu
28. Instructions – in this section you can add extra notes or comments that you feel would be important details when shipping your material
29. Submit – by selecting this options you have agreed to all the terms and conditions for Fort McKay Logistics LP and have verified that all information noted on the request a quote is accurate.

Please contact us immediately if any adjustments need to be made 780.485.5666 or FMLCustomerservice@fortmckaygroup.com

Once your quote request is submitted; you will receive an email indicating that a Fort McKay Logistics LP service representative will be in contact with you within the next 24 hours with your requested quote by email or phone.

Thank you for choosing Fort McKay Logistics LP, we appreciate your business

Fort McKay Logistics LP requires you to complete their Credit Application or have Credit Card Authorization approval prior to requesting a shipment. Please download the forms on our website under “Customer Resources” and submit them to the Accounts Receivable department.

