



February 10, 2017

Mr. Jim Shulmister  
Kimmins Contracting  
1501 E. 2nd Avenue  
Tampa, FL 33605

SUBJECT: Job Information Required Prior to Arrival at Transcor yards

Dear Jim,

In order to alleviate the administrative problems, for both Transcor and our customers, associated with drivers not having the correct job information when they come into our yards to get material, *effective immediately*, Transcor must receive all pertinent job information prior to any truck being loaded. This means that your truck will be asked to pull off the scale until such time as someone in your office contacts our administrative office with the information they need to accurately set up the project in our system. Attached is a daily manifest form for you to complete and fax back to us, at a minimum, the day before loads are picked up.

There may be some growing pains while this new procedure is implemented. However, it will reduce the amount of hours having to research who to bill; the wrong company getting billed for a job because a driver doesn't know the name or address, only the company for whom he is hauling; and reduce the wait time on the scale while our scale operators try to determine what account to use for the material being pulled. By working together, I believe we will find that this minor change will actually be a win-win situation for all of us.

We appreciate your patience and cooperation.

Very truly yours,

TRANSCOR RECYCLING LLC

A handwritten signature in blue ink that reads "Candice Agosto". The signature is fluid and cursive, with the first name being more prominent than the last.

Candice Agosto  
VP

Enclosure

CA/wj

1921 N. 53rd Street, Tampa, FL 33619  
(813) 902-3600 • (813) 579-1085 Fax  
[www.transcorrecycling.com](http://www.transcorrecycling.com)



# DAILY MANIFEST

Date material will be picked up: \_\_\_\_\_

Loads (or cubic yards) to be picked up from the dirt pit:

Structural Fill \_\_\_\_\_ FDOT A-3 Fill \_\_\_\_\_ FDOT Select MSE \_\_\_\_\_ Top Soil \_\_\_\_\_  
Hard Pan \_\_\_\_\_ Septic Sand \_\_\_\_\_ Beach Compatible Sand \_\_\_\_\_

Loads (or tons) to be picked up from 53<sup>rd</sup> Street:

County Roadbase \_\_\_\_\_ DOT Roadbase \_\_\_\_\_ 57 Crushed Concrete \_\_\_\_\_  
Concrete fines \_\_\_\_\_ Riprap \_\_\_\_\_ Fill dirt - Recycled \_\_\_\_\_ Virgin \_\_\_\_\_  
Crushed Asphalt \_\_\_\_\_ Asphalt Millings \_\_\_\_\_ DOT Underdrain Sand \_\_\_\_\_  
Ballast limestone \_\_\_\_\_ #57 Limestone \_\_\_\_\_ #89 Limestone \_\_\_\_\_

Customer (paying for the material): \_\_\_\_\_

Destination/Job Site (project or address): \_\_\_\_\_

Hauling Company: \_\_\_\_\_

Truck Numbers (please list from lowest to highest for easy reference):

|       |       |       |       |       |
|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Comments (please identify any trucks that are not tri-axle / mini-wheelers):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Company: \_\_\_\_\_

Fax #: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

**If you have changes to your manifest, please add or remove truck #s and re-fax it to us. Thank you!**