Laneworks

Freight rate sheet checklist: 15 checks before you quote

Most wrong or slow quotes trace back to the rate sheet: an expired rate, a missing container size, a local charge nobody listed. Run your sheet against these 15 checks once a month and quoting gets faster and safer.

Validity

- [ ] **1. Every rate has a 'valid to' date**
  No date means nobody knows whether it's current, so every quote starts with a check.
- [ ] **2. Expired rates are removed or marked**
  One expired line quoted in a busy week costs more than the time it takes to clear them out.
- [ ] **3. Future rates carry a 'valid from' date**
  A GRI that starts on the 15th should be quoted from the 15th, not the day the notice arrived.

Coverage

- [ ] **4. Every container size you sell is priced**
  20GP, 40GP and 40HC on every FCL lane, so a 40HC request isn't priced off a 40GP rate.
- [ ] **5. LCL has a rate per W/M and a minimum**
  Without the minimum, small shipments get quoted below cost.
- [ ] **6. Air has weight breaks and a minimum**
  Min, -45, +45, +100, +300, +500 and +1000 kg, plus the volumetric divisor you use.
- [ ] **7. Your top 20 lanes are covered**
  Pull last quarter's quote requests and check the lanes customers actually ask for.

Charges

- [ ] **8. Origin and destination charges are listed per container or per shipment**
  THC, documentation, ISPS, and the rest: one line each, not buried in the freight.

- [ ] **9. Clearance, biosecurity and permits have their own lines**
  These are where quotes most often go out incomplete.

- [ ] **10. Delivery is priced by zone or postcode**
  A flat 'metro delivery' figure undercharges the far suburbs and overcharges the near ones.

- [ ] **11. Surcharges are named, not merged**
  BAF, PSS, peak and fuel surcharges change separately from base freight.

Quoting rules

- [ ] **12. Each rate's currency is stated**
  USD freight and local-currency charges on the same quote, with no silent conversions.

- [ ] **13. Your markup or margin is written down**
  Per mode or per customer, so two people quoting the same request get the same price.

- [ ] **14. Exclusions are standard**
  Duty, taxes, storage, detention and demurrage: the same wording on every quote.

- [ ] **15. One person owns the sheet**
  Carrier notices go to one place and get merged the same day.

Free rate sheet health check: email your sheet to try@getlaneworks.com · getlaneworks.com