



Hello!

In a world full of choices, thank you for the opportunity to earn your business. We look forward to showing you the “Leonard Difference.”

This form will not only serve as your contract but also collect the necessary details for a safe, efficient route and to keep a timely schedule.

After you complete this client on boarding form, we will send you confirmation that the form was received. If there are any follow-up questions, we have for you or missing information we will address it at that time. Please do not get nervous if you do not hear from us. I assure you we are working diligently on getting you on the first available route as close to your timeframe provided and with as minimal time on the trailer as possible keeping in mind you are booking a shared route. If you are interested in a designated route with a specific pickup and drop off time, please contact us immediately and we will re-quote you accordingly. If we are unable to accommodate your route request within a reasonable timeframe of your requested dates, we will let you know and you will be released from the cancellation policy. Email is our preferred method of contact for questions related to scheduling as it provides a point of reference if we need clarification during the route building process. We do understand however some things are easier to discuss, we will simply recap the call in an email as a follow up. Do not assume that we are not working on your route or have no intention of completing it. For efficiency, we do not share dates until the route is set, or within a very narrowed down timeframe. This eliminates any confusion if there are multiple dates floating around and to all contacts involved with the route.

Once your route is finalized you will receive a client itinerary, via Adobe. This will include your general route, pickup and drop off times, driver’s name and contact information, and last-minute reminders. A group text will also be initiated with all contacts listed for the route, your driver and our scheduling department. This thread is monitored closely 24/7 by our office staff.

This is a legally binding contract. Cancellations will be enforced according to our terms acknowledged within this agreement. These terms are carried over to future transport booked with us, and it is acknowledged that any updates to the terms and conditions will be provided to you.

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**Route Details:**

Horse's Name: \_\_\_\_\_ Breed: \_\_\_\_\_ Age: \_\_\_\_\_

Female/Male \_\_\_\_\_ How many hands: \_\_\_\_\_

Type of Load \_\_\_\_\_ (Dirty Load would be not quarantined from an auction or kill pen)

Is there any medical history our drivers should be aware of? \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

Do you anticipate any extra time loading? \_\_\_\_\_

Has the horse been trailered? \_\_\_\_\_ \*If you are unsure, please verify so we can plan accordingly \*

Is the horse halter broke? \_\_\_\_\_

**\*Note – all our trailers have ramps.**

I agree to the \_\_\_\_\_ quote of \$ \_\_\_\_\_. I understand that payment is due between pickup and delivery. There are no net terms for our quotes, unless approved by management, and there are no exceptions. \_\_\_\_\_ (initial)

Earliest Pickup Date: \_\_\_\_\_ Latest Pickup Date: \_\_\_\_\_

If there are any blackout dates/times for pickup/drop off they must be listed here: \_\_\_\_\_

\_\_\_\_\_

\*Cancellation terms will be enforced on these dates. By signing this form, I acknowledge and agree that a cancellation fee is applicable per our terms in this agreement. \* \_\_\_\_\_ (initial)

Owner's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Please include the owner in all notifications: \_\_\_\_\_

Emergency Contact Information (If we are unable to get ahold of the owner)

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

In the event of an emergency or for clarification on health documentation:

Veterinary Clinic: \_\_\_\_\_ Phone # \_\_\_\_\_

Name of Veterinarian: \_\_\_\_\_

\*Please note we have provided our information on the for the health documentation on the last page\*

**Tack:** All tack trunks/totes must be listed & labeled with the horse's name & owner's phone number. All grain and feed must be shipped in plastic containers/totes. Please do not ship loose tack. Any tack beyond 1 trunk per horse must be approved so we can plan space accordingly. Additional fees may apply if shipping more than 1 trunk. We ask that all the task is stacked and ready to be loaded prior to pick up to help keep our routes on time.

QTY	Item	QTY	Item

Responsible Billing Party : **\*\*\*Payment is due at delivery\*\*\***

Name: \_\_\_\_\_ Address: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Quote: \_\_\_\_\_ Method of payment: \_\_\_\_\_

Check is the easiest for us, 4% added fee for Venmo or PayPal. If you elect on line payment, proof of payment must be shown to driver prior to unloaded.

**Pick Up Location Contact:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Gate Code: \_\_\_\_\_ Barn # \_\_\_\_\_ Stall# \_\_\_\_\_

\_\_\_\_\_ Requested Notification: \_\_\_\_\_ minutes

Can you accommodate a 25' up to a 39' trailer? \_\_\_\_\_

Special instructions (Including alternate instructions if trailer size is an issue.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Drop Off Location Contact:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Gate Code: \_\_\_\_\_ Barn # \_\_\_\_\_ Stall# \_\_\_\_\_

\_\_\_\_\_ Requested Notification: \_\_\_\_\_ minutes

Can you accommodate a 25' up to a 39' trailer? \_\_\_\_\_

Special instructions (Including alternate instructions if trailer size is an issue.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please use the below sections for any additional horses you are shipping with the same pickup/drop off locations:**

Horses Name: \_\_\_\_\_

Breed: \_\_\_\_\_ Age: \_\_\_\_\_

Female/Male: \_\_\_\_\_

Quote of \$ \_\_\_\_\_ for a \_\_\_\_\_

Halter broke: \_\_\_\_\_

Has the horse been trailered before? \_\_\_\_\_

Do you anticipate any extra time will be  
needed for loading? \_\_\_\_\_

Medications/Special Instructions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Horses Name: \_\_\_\_\_

Breed: \_\_\_\_\_ Age: \_\_\_\_\_

Female/Male: \_\_\_\_\_

Quote of \$ \_\_\_\_\_ for a \_\_\_\_\_

Halter broke: \_\_\_\_\_

Has the horse been trailered before? \_\_\_\_\_

Do you anticipate any extra time will be  
needed for loading? \_\_\_\_\_

Medications/Special Instructions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Horses Name: \_\_\_\_\_

Breed: \_\_\_\_\_ Age: \_\_\_\_\_

Female/Male: \_\_\_\_\_

Quote of \$ \_\_\_\_\_ for a \_\_\_\_\_

Halter broke: \_\_\_\_\_

Has the horse been trailered before? \_\_\_\_\_

Do you anticipate any extra time will be  
needed for loading? \_\_\_\_\_

Medications/Special Instructions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Horses Name: \_\_\_\_\_

Breed: \_\_\_\_\_ Age: \_\_\_\_\_

Female/Male: \_\_\_\_\_

Quote of \$ \_\_\_\_\_ for a \_\_\_\_\_

Halter broke: \_\_\_\_\_

Has the horse been trailered before? \_\_\_\_\_

Do you anticipate any extra time will be  
needed for loading? \_\_\_\_\_

Medications/Special Instructions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Section 1:** Beneficial owner of the property shipped hereunder is liable for payment of all charges if such charges are not paid by Shipper.

**Section 2:** Claims for loss or damage are limited to the declared value per horse. To declare a value please contact [Rebecca@leonardhorsetransport.com](mailto:Rebecca@leonardhorsetransport.com). If no value is declared, the value is set to \$5,000.

**Section 3:** Following presentation of a billing statement from Carrier the person responsible for payment of such charges shall have a credit period of 7 days in which to make payment. Accounts unpaid as of the expiration of the credit period shall be subject to a service charge of 5 percent (%) per month or fraction thereof (60 percent (%) per annum) on the unpaid balance, beginning with the day following the last day of such credit period. In the event the Shipper's account is turned over by Carrier for collection, Shipper or Beneficial Owner agrees to pay all collection and court costs, legal interest and reasonable attorney fees.

**Section 4:** If Shipper or the person to receive said animal(s) fails or refuses to duly receive said animal(s), Carrier or connecting Carrier having said animal(s) in its charge, may, as agent of Shipper have said animal(s) at public/private sale, without notice, as Carrier may deem necessary, and apply the proceeds arising therefrom or so much as may be needed for the payment of any charges that may be due Carrier plus any other necessary costs and expenses Unless prior payments have been made, Shipper or the person who is to receive the said animal(s) must present payment prior to the said animal(s) being unloaded, if not prepaid.

**Section 5:** Where import regulations of the country/state/province of destination or any intermediate country/state/province require certificate(s) relating to the health of animals, the cost of any necessary veterinary expenses shall be the responsibility of the Shipper and is not included in the Carrier's established rate.

**Section 6:** All duties, taxes, imports or levies of any kind payable at the port of destination, and any expenses properly incurred in retaliation to the animals after arrival at the port of destination or any intermediate port before delivery to the one receiving the animal(s) are payable by the one receiving the animal(s) but the Shipper shall indemnify the Carrier against any such payments which the Carrier shall be required or deem it necessary to make.

**Section 7:** The Shipper, individually or through Shipper's agents, warrants the animals are in all respects fit and suitable for intended transportation. This includes any necessary quarantine time if said animal(s) originate from an auction or kill pen. If said animal(s) are not suitable for intended transportation or required travel documents are not available upon pickup for the Carrier; Shipper will be responsible for payment according to Section 10 of the cancellation policy.

**Section 8:** Shipper, individually or through its agent, and Carrier agree if Shipper or Shipper's agent would like a copy of the bill of lading Shipper will provide a written notice within 7 days of delivery and Carrier will provide a copy within 7 days of the written request.

**Section 9:** All quotes are based on being on site for 30 minutes. Any additional time spent on site above the 30 minutes Carrier has the right to bill an additional \$50 for the first 0-30 minutes, and \$50/hour thereafter.

**Section 10: Cancellation policy:** A quote is confirmed with Shipper's execution of this contract. The cancellation period is based on the earliest provided pickup date in this agreement.

**Shipper will be responsible for any cancellation fees based on the following notices:**

Less than 21-15 days' notice = 20% of the agreed quote. Less than 14-8 days = 50% of the agreed quote. Less than 7-4 days = 75% of the agreed quote. Less than 3 days = 100% of the agreed quote.

Reminder this includes said animal(s) not suitable for travel, horses that will not load, improper, expired or missing documentation required for travel (Health Certificates, Coggins, Brand Inspections, Vaccination Records, etc.). It is the Shipper's responsibility to have knowledge of and obtain the required documents for travel, not the Carriers. \_\_\_\_\_ A copy of the health certificate and Coggins must be presented in a digital format no less than 48 hours prior to pick up, unless prior arrangements have been made with Leonard Horse Transport Management. All required travel documents can be email to [scheduling@leonardhorsetransport.com](mailto:scheduling@leonardhorsetransport.com)

**Section 11:** In the event any part, portion, term or condition of this agreement shall be held to be unenforceable, the remaining conditions thereof shall nevertheless continue to be valid and enforceable as through the invalid or unenforceable part, portion, term or condition has not been included.

I, \_\_\_\_\_, previously referred to as the Shipper or Shipper's Agent have carefully reviewed, understand and agree to the terms and conditions of this Agreement. Any legal enforcement needed will be held within the jurisdiction of the State of Wisconsin.

**Just a few reminders:**

A current Coggins must be within 12 months of the anticipated date of delivery. A hard copy must be presented to your driver on pick up. \_\_\_\_\_

A State Issued Health Certificate must be within 30 days from the date of delivery. A hard copy must be presented to your driver on pick up. \_\_\_\_\_

Brand Inspections, when applicable and client's responsibility to obtain. A hard copy must be presented to your driver on pick up. \_\_\_\_\_

As we try and keep our best efforts to minimize all trailer time for our passengers, we ask that you have the horse ready when we arrive. This allows us to keep a timely schedule as all our routes are time sensitive to allotted drive time for our drivers. Drivers will not be responsible for going into fields/paddocks to corral a horse. Please note your quote includes 30 minutes loading time on pick up, per contract. \_\_\_\_\_

Please provide your Veterinary Office with the below contact information as they will need it to complete the Health Certificate.



1700 Knobby Ridge Way  
Nicholasville, KY 40356  
859-429-6050

[Scheduling@leonardhorsetransport.com](mailto:Scheduling@leonardhorsetransport.com)