



# TLM Procurement News

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## Five Easy Steps to Saving Money

**Cut Your Freight Costs by up to 50%  
or more by Thinking-Out-of-the-Box**



TLM has developed a comprehensive program, referred to as the "5 Easy Steps," designed specifically for governmental procurement departments, universities, educational departments, correctional facilities and other procurement departments whom are consumers of goods and have historically allowed their vendors to "control" the freight process. TLM's "5 Easy Steps" is an exciting and comprehensive program designed to substantially reduce inbound freight costs that are buried in the cost of the items purchased at a significantly inflated rate. This program is showing savings of up to 50% or more for governmental and educational organizations throughout the United States, all without additional costs, minimum usage or additional work to the procurement department.

**Here is how we do it:**

**Step 1:  
UNBUNDLE YOUR FREIGHT CHARGES**

We will provide you language to incorporate in all future bid requests (RFP) and with existing vendors and contracts, which will enable you to make comparisons and begin to realize significant savings.

**Step 2:  
REQUEST FOR QUOTE**

Simply email ([shiptlm@tlmlogistics.com](mailto:shiptlm@tlmlogistics.com)) or fax your quote request to TLM.

**Step 3:  
RECEIVE A QUOTE FROM TLM**

We will send you a TLM Freight Quote for comparison.

**Step 4:  
COMPARING PRICING & INITIATING THE SHIPMENT**

After comparing the TLM and vendor quote and determining the savings that you can realize, send your representative a fax or email indicating that the TLM quote is accepted and that you would like to move forward...or when the final request for purchase or the PO is issued to your vendor, simply send a copy to your TLM representative.

**Step 5:  
TLM GO TO WORK FOR YOU**

- Contact the Supplier.
- Coordinate Shipping Specifics.
- Verify Weight, Class and Count.
- Input information into TLM Online.
- Produce and forward necessary paperwork.
- Verify Pick-up.
- Trace Daily and provide you any necessary feedback
- Audit Freight Bills.
- Generate tracing reports as requested
- Sole Source Billing from TLM. For your convenience, TLM will accept credit cards, checks or P-Cards for payment.
- Work with your core carrier group to establish quality and process programs specific to you

Our staff and our website do all the work while you reap the benefits of lowering your costs.

The TLM On-line shipment tracking system and the P-Card payment option makes the process even easier.

**Call us now for more information about our 5-step program. Start saving money immediately.**

*A program  
developed by  
procurement  
professionals for  
procurement  
professionals*

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