

Start Your Dispatch Business Right

Use this checklist to build your dispatch company on a solid foundation.

BUSINESS SETUP

Register LLC or business entity

Protects personal assets and looks professional to carriers.

Obtain EIN from IRS

Free at irs.gov — required for banking and contracts.

Open dedicated business bank account

Never mix personal and business funds. Simplifies taxes and bookkeeping.

OPERATIONS SETUP

Create dispatcher-carrier agreement

Defines your rate, responsibilities, and liability. Use an attorney or template.

Set up invoicing system

QuickBooks, Wave (free), or FreshBooks. Invoice weekly for clean cash flow.

Set your dispatch rate

Industry standard: 8–12% per load. Start at 10% and adjust for volume.

Set up professional phone/email system

Google Voice (free) or a dedicated business line. Use a business email domain.

TOOLS & SYSTEMS

DAT or Truckstop load board access

DAT starts at \$49/mo. Essential for finding freight for your carriers.

CRM or client tracking system

HubSpot (free tier) or a simple spreadsheet to track carriers and loads.

Cloud document storage

Google Drive or Dropbox. Store agreements, rate cons, and invoices securely.

CLIENT ACQUISITION

Identify owner-operators in your target market

Focus on box trucks and hot shots to start — high demand, easier to place.

Outreach via phone and social media

Facebook trucking groups, cold calling FMCSA carrier list, Instagram DMs.

Close and onboard clients with a signed agreement

Never dispatch without a signed agreement. Protects both parties.

Ready to start but not sure where to begin?

Book a strategy call — \$99 applied to any service
truck4ward.com | (980) 485-5544