



Dear Air Cargo Partner,

Please note that there are multiple ways to settle the Traffic Mitigation Fee (TMF) outlined below. Please do not hesitate to contact us should you have any questions or need additional information.

**Avenues to settle.**

You are able to make payment for the fee at the time a reservation is scheduled utilizing a credit card. The reservation process will also reduce the time your driver's engagement time with Mercury terminals allowing paperwork to be processed in advance, confirming that all fees have been paid and the freight has been cleared and available all prior to your driver's arrival to the terminal. Driver will also be prioritized at the dock expediting the release and physical loading of the cargo.

1. At the Front Counter

- Cash
- Credit Card (4% processing fee applicable)
- Check
  - Made payable to **Transportation Logistics**
  - Check processing fee will be waived if the check is utilized to settle this fee only.

2. Mercury Credit account

- Contract to be executed directly with Mercury and invoices will be sent on a weekly basis. Once the contract has been executed a unique PIN # will be assigned which your drivers will enter at the front counter during processing. This will validate the account that the \$5 charge is being tied to.
- The following information will be required to being the account set up and have your company assigned a pin #:
  - Company Name
  - Company principal address
  - Billing contact info
    - Contact name
    - Address
    - Email
    - phone
- To begin Mercury Credit account process please send your request to the following email address:
  - [maccreditaccount@mercuryair.com](mailto:maccreditaccount@mercuryair.com)

3. Cargosprint

- Cargosprint can be utilized to resolve these charges as well. Your Cargosprint representative can be contacted directly to have the fee paid through their traditional invoice process. Please note that Cargosprint T&C would be applicable in this event. The process at the front counter will remain the same, however, Cargosprint will be advising the PIN # to be utilized by your driver.



4. Reservations

- In the event a reservation is made your team will have the ability to select pay via credit card during the reservation process or pay at the front counter.
- If a credit account is to be utilized to settle the traffic mitigation fee for a reservation please select pay at the front counter when submitting the reservation and follow the standard process outlined below once your PIN # has been assigned.

**Utilizing an assigned PIN number**

Here is how the PIN entry process will work:

The process will be driven by the Mercury front counter agent.

- When your drivers are called to the front counter to complete processing the front counter will ask how your driver would like to settle.
- Driver to confirm payment to be resolved by PIN entry.
- A pin pad will be handed to your driver by the front counter agent for driver to enter assigned PIN #
  - If PIN fails, the system will prompt the user if they want try again of cancel the payment.
- Upon successful entry of the PIN by the driver the Mercury front counter agent will verify the company associated with the PIN and the documentation presented by the driver appear correct.

In the event a reservation is made your team will have the ability to select pay via credit card during the reservation process or pay at the front counter. Please select pay at the front counter in this event and follow the process as advised above.

Thank you again for your continued support, and please don't hesitate to contact us directly should you need additional information or have any questions.

Sincerely,

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