

GLS[®] Invoice Guide

Your billing, made simple.





1	Invoice #	Account #	Invoice Date	Current Invoice	Total Due	Payment
			11/30/2025			

Customer Name
Customer Address

2

Please detach this portion and remit with Payment to:
GENERAL LOGISTICS SYSTEMS US, INC
PO BOX 843266
LOS ANGELES, CA 90084-3266
 For questions about this invoice call 800-322-5555 Ext. 6

Account Statement

Previous Balance	
Payments Received	
Adjustments	
Past Due	
Current Invoice	
Total Due	

3

GLS US Service Types

PDS: Priority Overnight	
SDS: Saturday Delivery	
EPS: Early Priority Overnight	
ESS: Early Saturday	
CPS: Ground	

4

*Dear valued customer: Effective December 22, 2025, base shipping rates will increase by an average of 5.9% and minimums will increase by 10%. Changes to accessorial fees will also take effect. For more information, please visit www.gls-us.com/parcel/calculate-rates-timesor or call 1-800-322-5555, option 7

Invoice Details

5 **6** **7** **8**

Ship Date	Ship To Company	Zip	Signed By	Reference #	Type	COD Chrg	Fuel Chrg
Tracking #	Delivery Address	City	Delivery Time	Comment	#LBS	Ins Chrg	Total Chrg
11/24/2025		80921	Front Door	G5427304	CPS	\$0.00	\$1.38
		COLORADO SPRINGS	1:51 pm	RDF PSS DAR	6	\$0.00	\$13.13
11/24/2025		97223		G5428222	CPS	\$0.00	\$0.67
		PORTLAND	10:15 am		8	\$0.00	\$6.34
11/24/2025		98077	Front Door	G5431708	CPS	\$0.00	\$2.55
		WOODINVILLE	7:06 pm	DIM RDF PSS	61	\$0.00	\$24.22
11/24/2025		92692	Garage	X8664580	CPS	\$0.00	\$1.90
		MISSION VIEJO	11:28 am	DIM RDF PSS	66	\$0.00	\$18.06
11/24/2025		92692	Garage	X8664580	CPS	\$0.00	\$1.90
		MISSION VIEJO	11:30 am	DIM RDF PSS	66	\$0.00	\$18.06
11/24/2025		98115	Front Door	G5431940	CPS	\$0.00	\$1.11
		SEATTLE	1:16 pm	RDF PSS	6	\$0.00	\$10.56
11/24/2025		98685	Garage	G5431975	CPS	\$0.00	\$4.56
		VANCOUVER	5:08 pm	DIM OW2 RDF PSS	80	\$0.00	\$43.35
11/24/2025		98685	Garage	G5431975	CPS	\$0.00	\$4.56
		VANCOUVER	5:08 pm	OW2 RDF PSS	80	\$0.00	\$43.35
11/24/2025		84117	Front Door	G5432035	CPS	\$0.00	\$1.78
		SALT LAKE CITY	3:54 pm	DIM RDF PSS	48	\$0.00	\$16.91

How to read your GLS invoice

1 Invoice summary

Provides key invoice information, including the invoice number, account number, invoice date, current invoice amount, total due, and payment amount.

2 Bill-to/ Remittance information

Shows the billing address for the account and where to send payment. This section may be detached and returned with payment if paying by mail. Contact information for invoice questions is also included.

3 Account statement summary

Displays a snapshot of the account activity, including previous balance, payments received, adjustments, past due amounts, current invoice, and total amount due.

4 Service type definitions

Lists and defines the GLS service codes used on the invoice (Priority Overnight, Saturday Delivery, Ground), helping to understand the service level for each shipment.

5 Invoice details - service information

Invoices are organized by pickup date, with each shipment listed as a single line item. Each line includes the tracking number, ship-to company and delivery address.

6 Proof of delivery details

Provides confirmation of how the shipment was delivered. If a signature was obtained, the recipient's name appears here along with the delivery time. If no signature was required, this section indicates the delivery location (front door, garage, back porch, etc.).

7 Reference & shipment metrics

Includes customer reference numbers, accessorial fees (detailed on the following pages), service type (as defined in Section 4), and package weight (LBS).

8 Charges & fees

Breaks down shipment charges, including cash on delivery (COD) charges, insurance charges, fuel surcharges, and total charges per shipment.

Current published accessorial fees can be found [here](#).

Understanding GLS accessorial fees

Air Bill Fee (ABF)

Fee for using air bills instead of a printed and barcoded shipping label. GLS requires that all labels be created through GLS-compliant software or the online portal.

Address/Zip Code Correction (ADR)

Fee charged to correct an incorrectly entered address or ZIP code for a shipment.

Additional Handling Fee (AHF)

Fee applied to packages 75 pounds and greater that require special handling during processing and delivery by GLS.

Adult Signature Required (ASR)

Requires the recipient to be at least 21 years old to sign for the package. This is mandatory for shipments containing alcoholic beverages or tobacco products, and may be required for other items as determined by the shipper.

Cash on Delivery (COD)

Fee applied when payment is collected from the recipient upon delivery.

Daily Pickup Fee (DPF)

Regular fee for scheduled daily pickup service at your location. This fee is waived for customers who ship at least one package per pickup day and meet a minimum weekly shipping charge of \$50 per billing cycle. Pickups may be scheduled for every weekday or select days, provided the \$50 minimum is met.

Delivery Area Commercial (DAC)

Fee applied to parcels sent to commercial addresses in select ZIP codes in less populated or hard-to-service areas, where delivery incurs higher operational costs.

Delivery Area Residential (DAR)

Fee applied to parcels sent to residential addresses in select ZIP codes in less populated or hard-to-service areas, where delivery incurs higher operational costs.

Delivery Signature Required (DSR)

Requires a signature at any residential delivery destination. Parcels will not be left without a signature if this option is selected.

Declared Value (DVL)

Fee charged per \$100 for amounts exceeding \$300. This fee is in addition to the Declared Value Minimum (DVM) fee. A shipper may, at its option, increase GLS' limitation of liability by declaring additional value up to \$10,000 for a specific package and paying the applicable declared value fee. Declared value represents an increase in the maximum amount of GLS' liability for loss or damage and does not constitute or imply insurance coverage.

Understanding GLS accessorial fees

Declared Value Minimum (DVM)

GLS liability for loss or damage is limited to actual damages or \$100 (whichever is less) unless a higher value is declared. DVM applies to parcels valued between \$100.01-\$300.

Extended Area Commercial (EAC)

Fee applied to parcels sent to commercial addresses in select ZIP codes in less populated or hard-to-service areas, where delivery incurs higher operational costs. Extended area are located further than delivery area.

Extended Area Residential (EAR)

Fee applied to parcels sent to residential addresses in select ZIP codes in less populated or hard-to-service areas, where delivery incurs higher operational costs. Extended area are located further than delivery area.

Future Date On-Call Fee (FOF)

Fee for scheduling an on-call pickup 1 to 6 days in advance of the requested pickup date.

Incorrect Billing Account (IBA)

Fee applied when a shipment is sent using an incorrect account. If a shipment is moved to the correct account, this fee will be assessed. Applies when parcel accounts are used incorrectly.

Label Non Compliance (LNC)

Fee charged when shipping labels do not meet GLS requirements, including wrong size, missing barcode, or poor print quality.

Overweight 1 (OW1)

Fee applied to shipments weighing 50 lbs. or more but less than 70 lbs.

Overweight 2 (OW2)

Fee applied to shipments weighing 70 lbs. or more but less than 150 lbs.

Overweight 3 (OW3)

Fee applied to shipments weighing 150 lbs. or more.

Peak Season Surcharge (PSS)

Surcharge applied to residential deliveries to offset increased operational costs during peak season.

Return Merchandise Authorization (RMA)

Fee charged for processing return shipments. This covers the cost of handling packages returned from customers.

Rural Area Fee (RAF)

Fee applied to parcels sent to addresses in select ZIP codes located in rural or hard-to-service areas, where delivery incurs higher operational costs. Rural areas are located further than extended areas.

Understanding GLS accessorial fees

Residential Delivery Fee (RDF)

Fee charged for delivery to an address designated as residential according to the USPS Residential Delivery Indicator (RDI).

Shipment Re-Direct (SRD)

Fee applied when a package needs to be redirected to a different address after it is already in transit.

Special Handling 0 (SH0)

Fee automatically applied to packages with a length greater than 48" but less than or equal to 96".

Special Handling 1 (SH1)

Fee automatically applied to packages with a length greater than 97" but less than or equal to 120".

Special Handling 2 (SH2)

Fee automatically applied to packages with a length greater than 120".

Same Day On-Call Fee (SOF)

Fee for scheduling an on-call pickup on the same day the pickup is needed.

Same Day Reattempt (SRR)

Fee applied when a driver makes a second delivery attempt on the same day after an initial attempt has already been made.

Wait Time (WAT)

Fee charged when a driver must wait beyond the standard time allowance at pickup or delivery.

We make invoicing easy!

- Download PDF invoices through [the customer portal](#).
- Receive Excel-format invoices by email after each billing cycle.
- Access invoices via FTP or receive customized formats tailored to specific accounting systems.

Billing Support

Have a question about your invoice or a specific charge?

Our team is here to help:

- Call: 1-800-322-5555, option 6
- Email: billing@glus-us.com
- Check out the FAQ on our website