

# Fuel Surcharge Negotiation Sheet

Formula, written evidence, and a pump-side calculation before the broker conversation.

## 1. Fair-Recovery Formula

**Fair surcharge per mile = (Current diesel price - Contract base fuel price) / Observed MPG**

Use the current diesel price for the region where the truck actually fuels. Use the base fuel price and surcharge method written in the agreement whenever those terms are available.

## 2. Put the Quote and Evidence in Writing

Broker / contact: \_\_\_\_\_

Contract base fuel price: \_\_\_\_\_

Load or quote ID: \_\_\_\_\_

Observed truck MPG: \_\_\_\_\_

Lane: \_\_\_\_\_

Fair surcharge per mile: \_\_\_\_\_

Paid load miles: \_\_\_\_\_

Broker quote per mile: \_\_\_\_\_

Current diesel price: \_\_\_\_\_

Recovery gap per mile: \_\_\_\_\_

EIA region / source date: \_\_\_\_\_

Estimated load recovery gap: \_\_\_\_\_

## 3. Printable Pump-Side Calculator

### Step A - Diesel gap

Current diesel price: \_\_\_\_\_

Minus contract base price: \_\_\_\_\_

Diesel gap per gallon: \_\_\_\_\_

### Step B - Fair recovery

Diesel gap per gallon: \_\_\_\_\_

Divide by observed MPG: \_\_\_\_\_

Fair surcharge per mile: \_\_\_\_\_

### Step C - Quote gap

Fair surcharge per mile: \_\_\_\_\_

Minus broker quote per mile: \_\_\_\_\_

Under-recovery per mile: \_\_\_\_\_

### Step D - Load impact

Under-recovery per mile: \_\_\_\_\_

Multiply by paid load miles: \_\_\_\_\_

Estimated load recovery gap: \_\_\_\_\_

## 4. Before You Email

- ☐ The diesel price, region, and source date are documented.
- ☐ The base fuel price and formula come from the written agreement, or the missing term is identified clearly.
- ☐ The broker quote, fair-recovery result, and recovery gap use the same mileage basis.
- ☐ The email asks for a written response, not a verbal promise.

# Three Broker Email Templates

Ready to customize. Replace every bracketed field and confirm the written agreement before sending.

## 1 First Ask - Open the Surcharge Conversation

**SUBJECT** Fuel surcharge basis for [LOAD / LANE / QUOTE ID]

Hi [BROKER NAME],

Before I confirm [LOAD / LANE], I want to verify the fuel-surcharge basis in writing. Using [CURRENT DIESEL PRICE] for [EIA REGION / SOURCE DATE], a contract base fuel price of [BASE PRICE], and my observed MPG of [MPG], the fair-recovery calculation is [FAIR SURCHARGE] per mile.

Your current quote includes [BROKER SURCHARGE] per mile, leaving a difference of [GAP] per mile, or approximately [LOAD GAP] across [PAID MILES] paid miles.

Please confirm whether the surcharge can be adjusted, or send the written formula and base fuel price used for this quote.

Thank you, [NAME / COMPANY / MC NUMBER]

## 2 Quote Came in Low - Document Under-Recovery

**SUBJECT** Surcharge under-recovery on [LOAD / QUOTE ID]

Hi [BROKER NAME],

I reviewed the fuel component of the quote for [LOAD / LANE]. The current regional diesel price is [CURRENT DIESEL PRICE]. With a written base price of [BASE PRICE] and observed MPG of [MPG], the fair surcharge is [FAIR SURCHARGE] per mile.

The quote currently provides [BROKER SURCHARGE] per mile. That leaves [GAP] per mile unrecovered, or about [LOAD GAP] on [PAID MILES] paid miles.

I can evaluate the load once the fuel recovery is corrected to [REQUESTED SURCHARGE] per mile, or the all-in rate is increased by [REQUESTED DOLLARS]. Please reply in writing with the revised terms.

Thank you, [NAME / COMPANY / MC NUMBER]

## 3 No Response - Follow Up Without Rewriting the Case

**SUBJECT** Follow-up: fuel-surcharge basis for [LOAD / QUOTE ID]

Hi [BROKER NAME],

Following up on my message regarding the fuel-surcharge basis for [LOAD / LANE / QUOTE ID]. My calculation showed a fair surcharge of [FAIR SURCHARGE] per mile compared with the quoted [BROKER SURCHARGE] per mile, a difference of [GAP] per mile.

Please confirm the written base fuel price and formula used for the quote, or send revised terms that close the recovery gap.

If the terms cannot be adjusted, please confirm that in writing so I can make the operating decision with a complete record.

Thank you, [NAME / COMPANY / MC NUMBER]

## Customize Before Sending

☐  
☐  
☐  
☐

Replace every bracketed field. Do not leave placeholder text in the email.

Use the same diesel price, base price, MPG, quote, and mileage basis throughout.

Do not describe the template as legal or contractual language.

Save the sent email and the broker's written response with the load record.