How to Create and Complete a Dump Truck Ticket

Driver how-to · yards or tons · scale ticket · photos · signatures · print

leasetickets.com on your phone
Sign in → Dump Truck Services → New Dump Ticket → Scale ticket → Submit → Complete → Print

Screens are from the Lease Tickets demo (sample company and data).
Numbered navy circles on each screen match the numbered notes beside it.

Before you start

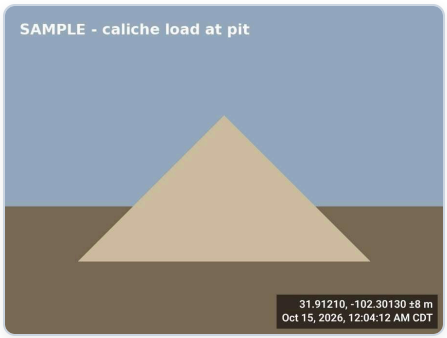
Every dump ticket needs: Scale ticket # · 📷 Scale ticket photo · (Tons: Net weight in lbs) · End time · Driver AND customer signatures · Photos.

Bill by	What you enter	What the app does
Yards	Yards Delivered (cubic yards)	Bills yards × the yard rate
Tons	Net weight (lbs) from the scale ticket	Fills in Tons = lbs ÷ 2,000 (2 decimals). Example: 45,000 lbs → 22.50 tons

- **Who picks Yards or Tons?** The app suggests it from the customer, type of haul and destination. If the office set a **destination rate** for that customer and destination, it is used before the haul-type rate. Drivers never type prices.
- 🔒 **Set by the office:** if the office locked the unit for a customer or haul type, *Bill by* is greyed out and you can't change it.
- **Photos need a live connection** (badge says ☁ **live**). Without it, the ticket won't submit.
- **Every photo is stamped** in the bottom-right corner with GPS location (± meters) and the date & time (Central). Tap **Allow** the first time the phone asks for location.

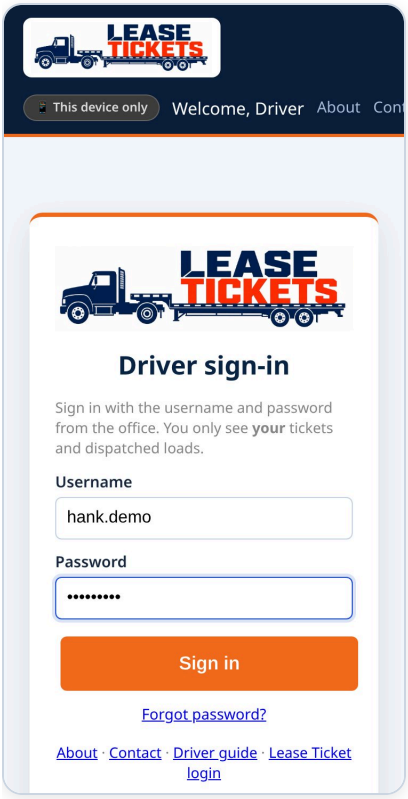


Scale ticket photo with stamp



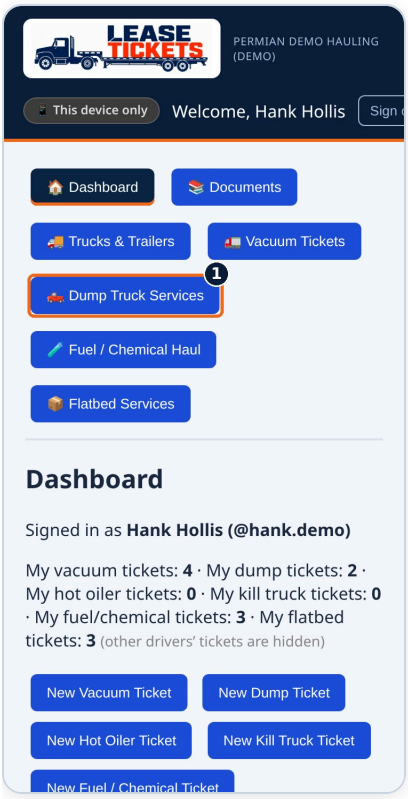
Pickup photo: GPS + date/time stamp

Create the ticket



1 Sign in

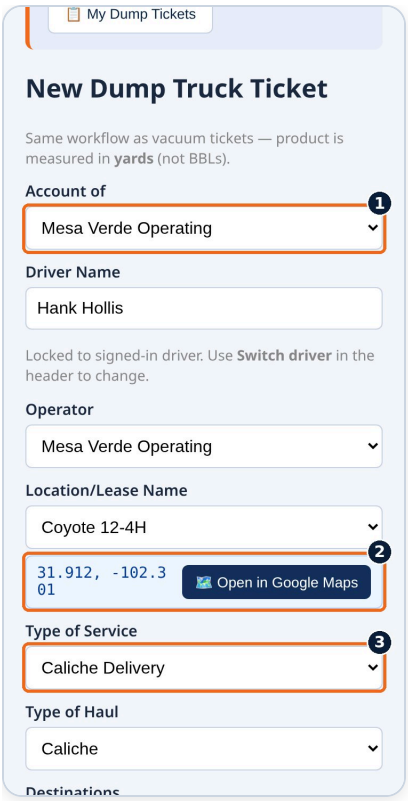
- Open **leasetickets.com**, enter the **Username** and **Password** from the office, tap **Sign in**.
- You only see **your** tickets.



2 Open Dump Truck Services

1. Tap **Dump Truck Services**, then **New Dump Ticket**.

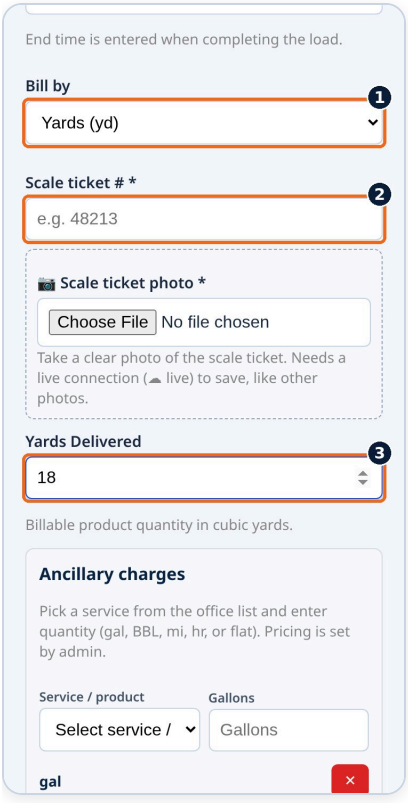
- Dispatched a load? Start it from **My dispatched loads** and the details fill in.



3 Job details

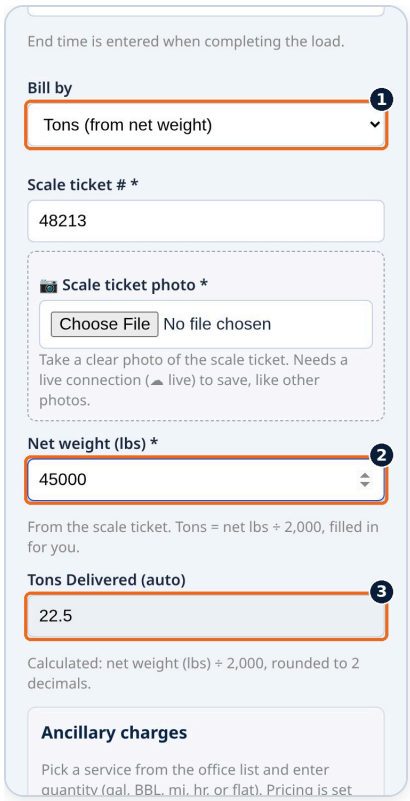
1. **Account of**: the customer you haul for. Your name is filled in for you.
2. **Operator** and **Location/Lease**. Tap 🗺️ **Open in Google Maps** to navigate.
3. **Type of Service**, then below it **Type of Haul** (material), **Destination**, **Truck #**, **Trailer #** and **Start Time** (check *4 Hour Minimum* if it applies).

- End time is entered later, when you complete the ticket.



4 Billing by yards

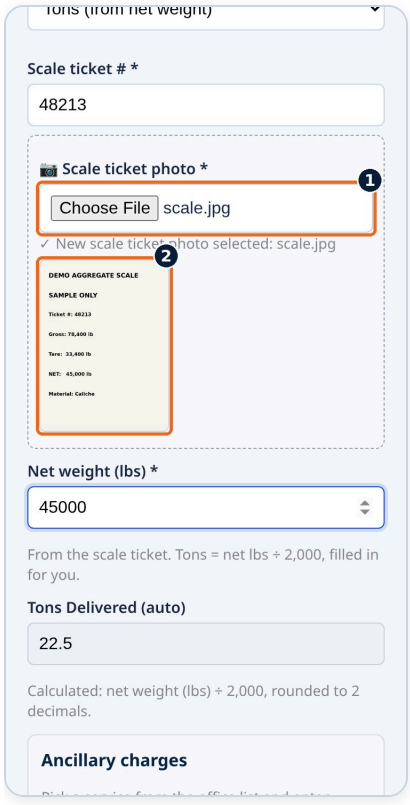
1. **Bill by: Yards (yd)**.
2. **Scale ticket #** is required on every dump ticket.
3. Enter **Yards Delivered**.



5 Billing by tons

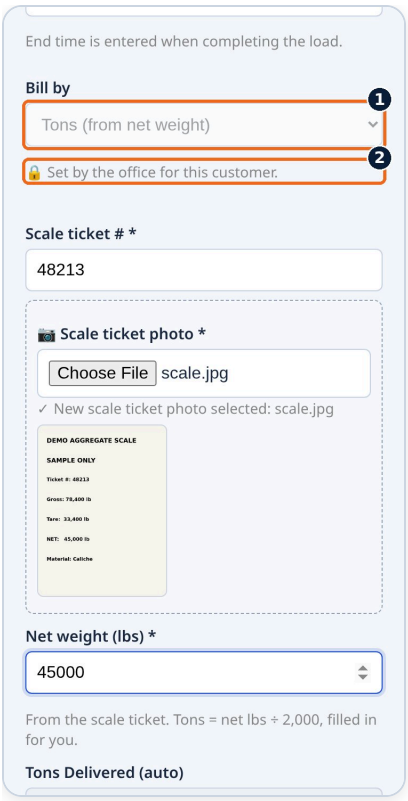
1. **Bill by: Tons (from net weight)**.
2. Enter the **Net weight (lbs)** exactly as printed on the scale ticket. Not gross, not tons.
3. **Tons Delivered (auto)** fills in: lbs ÷ 2,000. You can't type here.

45,000 lbs net → 22.50 tons



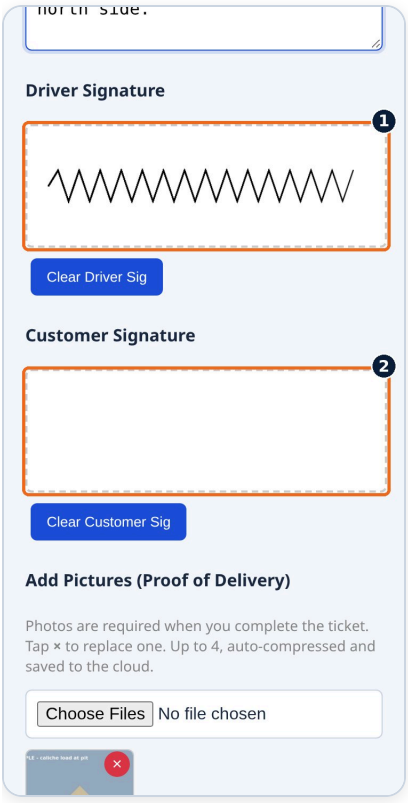
6 Scale ticket photo

1. In the 📷 **Scale ticket photo** box, tap and take a photo of the scale ticket. Use this box, not *Add Pictures*.
2. Check the preview: ticket #, net weight and date must be readable. Retake if blurry.



7 Unit locked by the office

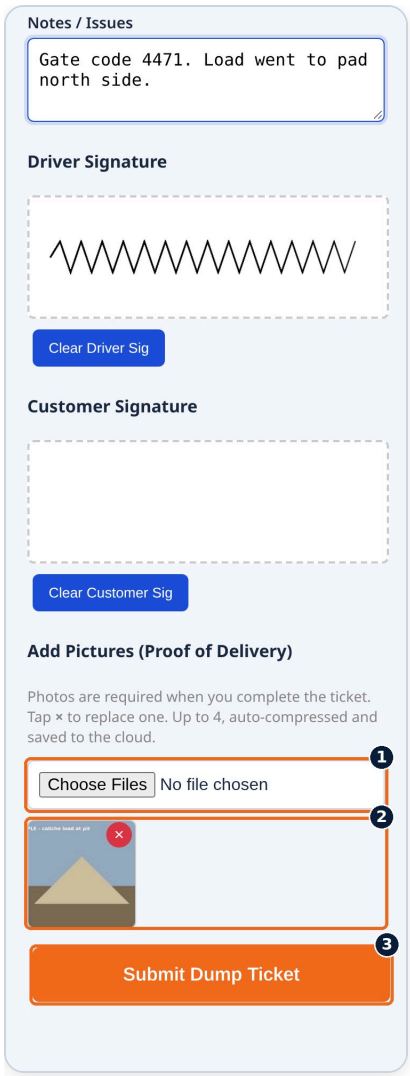
1. **Bill by** is greyed out.
2. 🔒 *Set by the office for this customer.* Bill the way it shows. If it's wrong for this load, call the office; don't pick a different customer to get around it.



8 Signatures

1. **Driver Signature**: sign with your finger. **Clear Driver Sig** to redo.
2. **Customer Signature**: the customer can sign now or when you complete.

- A dot or a quick tap does not count as a signature.

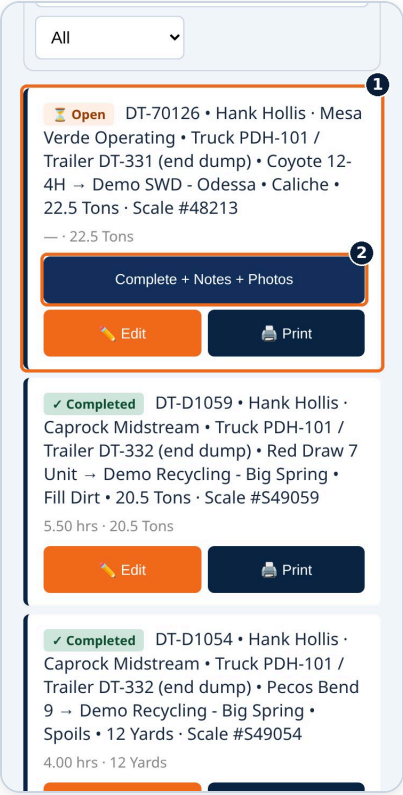


9 Pickup photo & Submit

1. **Add Pictures**: take a **pickup photo** of the loaded truck/material (up to 4 photos).
2. Tap **×** on a photo to replace it.
3. Tap **Submit Dump Ticket**. You'll see *"Dump ticket … submitted!"* and can print now or later.

- If you see ⚠ **Possible duplicate ticket**, you already have a ticket with the same scale ticket #, or the same truck and lease within 90 minutes. Tap **Cancel** and open that ticket from My Dump Tickets, or **OK** only if this really is a separate load.
- The ticket stays ⏳ **Open** until you complete it.

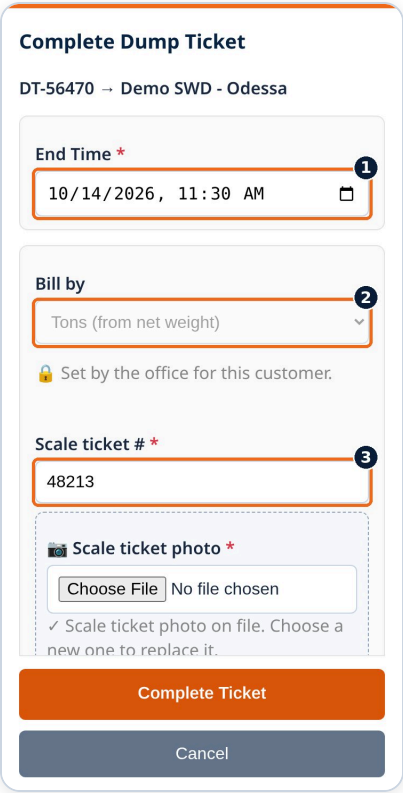
Complete the ticket



10 Open My Dump Tickets

1. After you dump the load, tap **📋 My Dump Tickets** and find the ⏳ **Open** ticket.
2. Tap **Complete + Notes + Photos**.

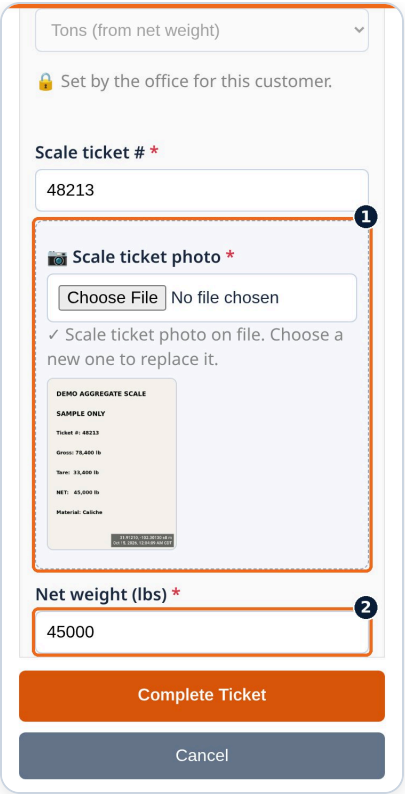
- Lots of tickets? Use the 🔍 **Search my tickets** box (ticket #, lease, scale #) and the **All / Open / Completed** filter above the list.



11 End time & check the numbers

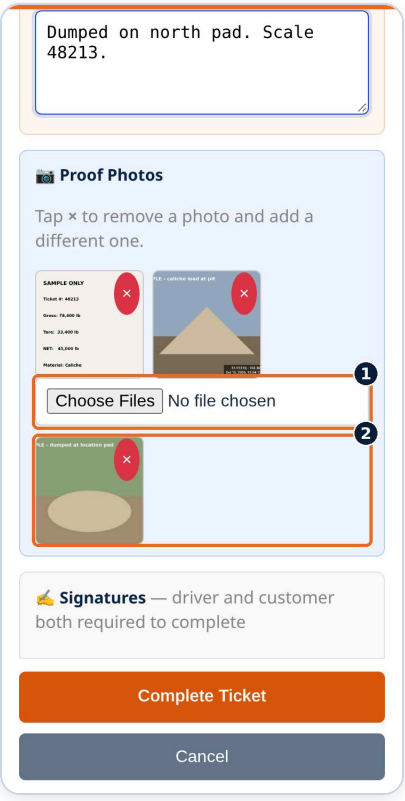
1. **End Time** is required and must be after the start time.
2. Check **Bill by** (locked if the office set it).
3. Check the **Scale ticket #**.

- Add **Completion Notes** for anything the office should know.



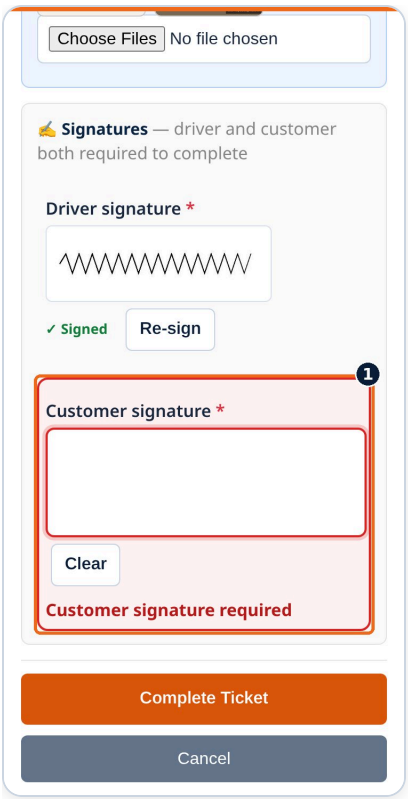
12 Scale photo & net weight

1. The scale photo from Submit shows *on file*. Take a new one here only if it was wrong or unreadable.
2. Check **Net weight (lbs)**; tons recalculate if you fix it.



13 Completion photo

1. Under 📷 **Proof Photos**, take a **new completion photo** of the dumped load at the location.
2. It appears with your earlier photos. Tap **×** to remove one.

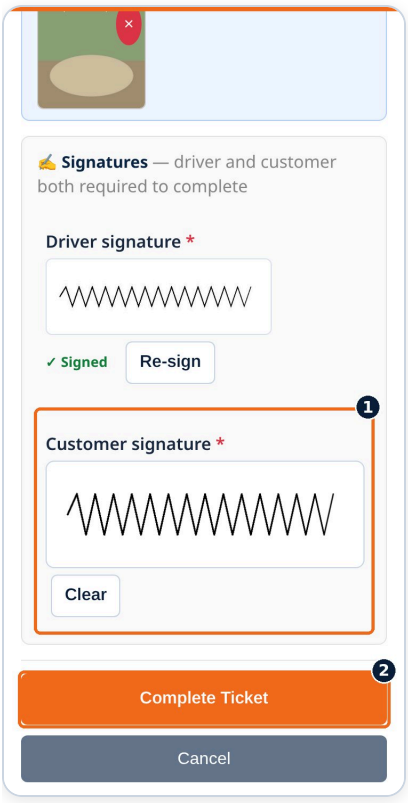


14 Both signatures

1. A missing signature turns **red**: *"Customer signature required"*. The ticket will not complete.

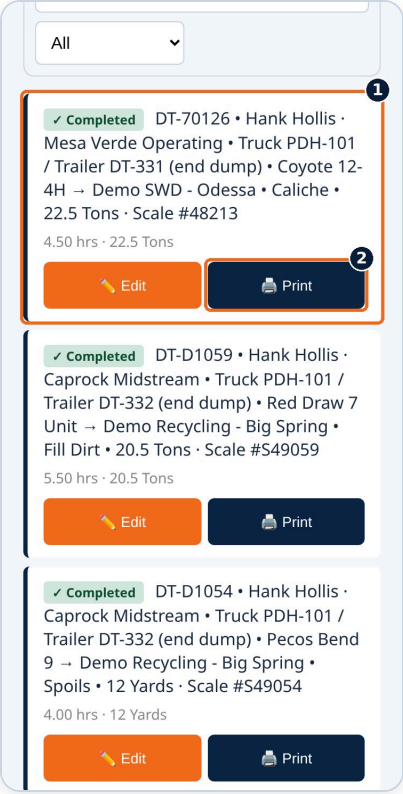
- Already signed shows ✓ **Signed**; tap **Re-sign** to change it.

> ✍ **DRIVER and CUSTOMER must both sign.**



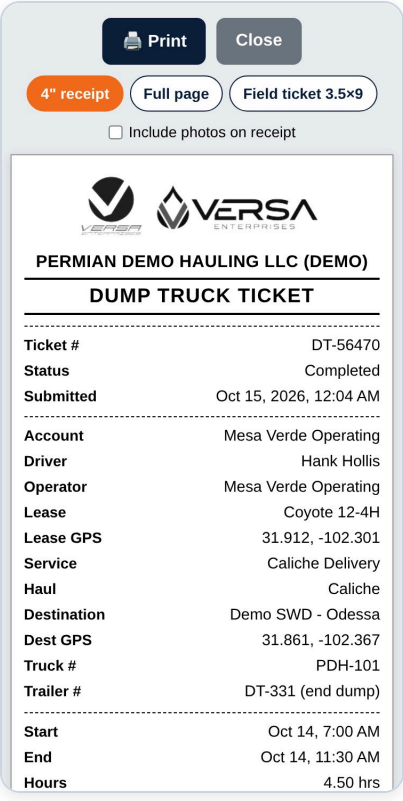
15 Complete Ticket

1. Hand the phone to the customer to sign.
2. Tap **Complete Ticket**. You'll see the hours and yards/tons, and the app offers to print.



16 Done: print

1. The ticket shows ✓ **Completed** with tons/yards and Scale #.
2. Tap **🖨️ Print**. You can still **✏️ Edit** it if needed.



17 Print the ticket

- Pick **4" receipt**, **Full page** or **Field ticket 3.5×9**. The phone remembers your choice.
- Check *Include photos on receipt* only when the customer wants them.
- Tap **🖨️ Print** and choose your printer (for example the Brother RJ-4250WB on 4" / 102 mm paper). See the Driver Guide for one-time printer setup.

Quick troubleshooting

If...	Do this
"Scale ticket # is required" / scale photo required	Enter the number from the scale ticket and take the photo in the 📷 **Scale ticket photo** box (not Add Pictures).
Tons box is empty or grey	On Tons, you don't type tons. Enter **Net weight (lbs)**; tons fill in (lbs ÷ 2,000).
Tons look 2,000× wrong	You typed tons or gross into Net weight. Enter **net pounds**, e.g. 45000.
Can't change Yards/Tons (🔒)	The office locked it for this customer or material. Call the office if it's wrong.
"Photos could not be saved... NOT submitted"	Badge must say ☁ **live**. Get signal, stay on the same site, and submit again **with** the photos.
Photo says "GPS unavailable"	Turn on Location for your browser, step outside, retake with the camera. "photo from gallery" means it was picked from old photos: take a new one.
"End time must be after start time"	Fix the End Time (check AM/PM and date).
Signature box is red	That person still has to sign. A dot doesn't count.
Wrong truck, customer or destination in the list	Ask the office to add or fix it (Trucks & Trailers / Dump Field Options).
"⚠ Possible duplicate ticket"	You already entered this load (same scale ticket #, or same truck + lease within 90 min). Cancel and use the existing ticket. Tap OK only for a truly separate load.
Made a mistake after completing	My Dump Tickets › ✏️ **Edit**.

Lease Tickets · leasetickets.com · October 2026 · Screens from the demo company; your company name and logo will appear on your tickets.