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CONTACT INFORMATION AND REPORTING REQUIREMENTS

Operations Department

Direct E-mails:

- Susan Roque susan.roque@onewaylease.com
- Aileen Reyno aileen.reyno@onewaylease.com
- Edna Sales edna.sales@onewaylease.com
- Redelivery/Releases redeliveries@onewaylease.com / releases@onewaylease.com

Daily Activity and Inventory Reports

E-mail: DepotActivity@onewaylease.com

Daily Reports

- Please send activity report (even if there is no activity) and inventory report daily to depotactivity@onewaylease.com

For ALL inbound containers, ensure to include the redelivery reference number, condition of the container (i.e. AV, DAMAGED, etc.)

- For outbound (bookings/releases) please report them on the daily activity report with the release/booking reference numbers.
- If units are damaged, (see item #3 REPAIR ESTIMATES and APPROVAL)

End of Month Reporting

- Sending daily activity and daily inventory reports will be used for our end of month inventory yard check reconciliations.

Repair Estimates and Approval

- If units are damaged, please send photos and repair estimates as soon as they gate in and send to edna.sales@onewaylease.com for approval. Please also copy in susan.roque@onewaylease.com and aileen.reyno@onewaylease.com

Depot Billing Invoices – Storage & Handling, Repair, Trucking, Survey

- All invoices should be sent to Accounting@onewaylease.com