

# Shipper's Letter of Instruction

Freight Forwarder

Ultimate Consignee

Exporter's ID Number	
Exporter's Phone	
Exporter's Fax	
Exporting Officer	
Ship Via	
Date	

Exporter

Intermediate Consignee

Containerized  Yes  No

Marks and Numbers	No. of Pkgs	Description of Goods	Gross Weight	Measurement

<p>Inland Freight Costs: <input type="text"/></p> <p>Ocean/Air Costs: <input type="text"/></p> <p>Handling Fees: <input type="text"/></p> <p>Insurance Costs: <input type="text"/></p> <p>Consular Fees: <input type="text"/></p> <p>Additional Charges: <input type="text"/></p> <p style="text-align: center;">Quote      Y/N      Adjustment</p>	<p><input type="checkbox"/> YES, I would like a quote on these charges.</p> <p><input type="checkbox"/> YES, Please adjust invoice with these charges.</p> <p>Please respond with these costs by:</p> <p><input type="radio"/> Fax      <input type="radio"/> Phone      <input type="radio"/> E-Mail</p>	<p>Incoterm:</p> <p>Location:</p> <hr/> <p>How do you want the freight billed?      <input type="radio"/> Prepaid      <input type="radio"/> Collect</p> <p>Shipping Details:      <input type="radio"/> Consolidated      <input type="radio"/> Direct</p> <hr/> <p>These documents are attached to this Shipper's Letter of Instruction:</p> <p><input type="checkbox"/> Invoice      <input type="checkbox"/> C of O      <input type="checkbox"/> Overland-BL</p> <p><input type="checkbox"/> NAFTA      <input type="checkbox"/> Draft      <input type="checkbox"/> Attachment</p> <p><input type="checkbox"/> Packing List      <input type="checkbox"/> Other - See Special Instructions</p>
<p><b>Special Instructions</b></p>		<p>Do you require insurance?</p> <p><input type="radio"/> Yes      <input type="radio"/> No</p> <p>Type of Insurance:</p> <input type="text"/> <p>License Number/Symbol:</p> <input type="text"/> <p>Forward Documents To:</p> <input type="text"/>

The Shipper or his Authorized Agent hereby authorizes the above named Company, in his name and on his behalf, to prepare any export documents, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the conditions of carriage and the tariffs of the carriers employed. Hereunder the sole responsibility of the Company is to use reasonable care in the selection of carriers, forwarders, agents and others to whom it may entrust the shipment.

Title: \_\_\_\_\_

Signature: \_\_\_\_\_