

# SHIPPERS LETTER OF INSTRUCTION

## Shipment Information

Consignor	
Name	
Full Address	
Phone	

## References



## Consignee

Name	
Full Address	
Phone	

## Pick Up Address (if not consignor, for collection of goods)

Full Address	
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## Notify Party (agent details for import handling)

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Invoice Value	Declared Value	Insured Value
Currency	Value	Currency

Currency	Value	Currency	Value	Currency	Value

## Terms of Shipment

EXW	FOB	CIF	CFR
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Other please specify:

## Transport Mode:      Sea                      Air

Goods Collected From	ETD

Port of Loading	ETD

Goods Delivered To	ETA

Port of Discharge	ETA

## Goods Details

Shipment Goods Description	No of Pieces	Weight (kg)	Dims L x W x H (cm)	CBM

## Marks and Numbers (Fully Addressed)

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## Shippers Instructions & Signature

Charges (if service available)	Pre-Paid	Collect	Attached Documents
Freight			Commercial Invoice
Handling			Certificate of Origin / FTA Documents
Cartage			Packing List
Customs at Dest			Dangerous Goods Document/s
Other			Insurance Certificate

## Special Instructions

<input type="checkbox"/>	Pickup required
<input type="checkbox"/>	Consignment consist of or contain any cargo of a hazardous nature.
<input type="checkbox"/>	Hazardous Goods - packed according to appropriate dangerous goods regulations.
<input type="checkbox"/>	Letter of Credit consignment. Please prepare bill exactly as shown.
<input type="checkbox"/>	Original Bills Required

## Handling Instructions

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## Instruction

*You are hereby requested and authorised upon receipt of the consignment described herein to prepare and sign the Air Waybill / Bill of Lading and other necessary documents on our behalf and dispatch the consignment in accordance with your condition of Contract.*

Company  
Name (Print)  
  
Signature