



Ultimate Consignee

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

Containerized

☐ Yes ☒ No

Exporter

Intermediate Consignee

Marks and Numbers	Pcs	Description of Goods	Weight	Measurement

<table style="width: 100%;"> <tr> <td style="width: 25%;">Inland Freight Costs:</td> <td style="width: 15%;"> </td> <td style="width: 10%;">☐</td> <td style="width: 50%;"> </td> </tr> <tr> <td>Ocean/Air Costs:</td> <td> </td> <td>☐</td> <td> </td> </tr> <tr> <td>Handling Fees:</td> <td> </td> <td>☐</td> <td> </td> </tr> <tr> <td>Insurance Costs:</td> <td> </td> <td>☐</td> <td> </td> </tr> <tr> <td>Consular Fees:</td> <td> </td> <td>☐</td> <td> </td> </tr> <tr> <td>Additional Charges:</td> <td> </td> <td>☐</td> <td> </td> </tr> <tr> <td></td> <td> </td> <td>☐</td> <td> </td> </tr> </table> Quote Y/N Adjustment	Inland Freight Costs:		☐		Ocean/Air Costs:		☐		Handling Fees:		☐		Insurance Costs:		☐		Consular Fees:		☐		Additional Charges:		☐				☐		☐ YES, I would like a quote on these charges. ☐ YES, Please adjust Invoice with these charges. Please respond with these costs by: ☒ Fax ☐ Phone ☐ E-Mail	Incoterm: Location:
Inland Freight Costs:		☐																												
Ocean/Air Costs:		☐																												
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Consular Fees:		☐																												
Additional Charges:		☐																												
		☐																												
Special Instructions	Do you require insurance? ☐ Yes ☒ No Type of Insurance: License Number/Symbol: Forward Documents To:	How do you want the freight billed? ☐ Prepaid ☐ Collect Shipping Details: ☐ Consolidate ☐ Direct These documents are attached to this Shipper's Letter of Instruction: <table style="width: 100%;"> <tr> <td>☐ Invoice</td> <td>☐ P-List</td> <td>☐ Overland-BL</td> </tr> <tr> <td>☐ NAFTA</td> <td>☐ C of O</td> <td>☐ Attachment</td> </tr> <tr> <td>☐ SED</td> <td>☐ Draft</td> <td>☐ Shipper's</td> </tr> <tr> <td>☐ Other-see special instruction</td> <td colspan="2">☐ Endorsment</td> </tr> </table>	☐ Invoice	☐ P-List	☐ Overland-BL	☐ NAFTA	☐ C of O	☐ Attachment	☐ SED	☐ Draft	☐ Shipper's	☐ Other-see special instruction	☐ Endorsment																	
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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: _____