

## SHIPPERS LETTER OF INSTRUCTION – EXPORT

**(PLEASE COMPLETE ALL UNSHADED AREAS)**

<b>Port of Departure</b>	<b>Destination/Port of Discharge</b>	<p>THE SHIPPER HEREBY</p> <p>1) Authorises <b>Customs &amp; Forwarding Services (Australia) Pty Ltd</b> or its Agents or assigns, to complete consignment notes and other documents in connection with despatch, carriage and delivery of the goods as agents for and on behalf of the shipper as provided by the STANDARD TRADING CONDITIONS, available upon request.</p> <p>2) Declares that in the event of charges collect being unpaid at the destination, the Shipper will pay all such charges.</p> <p>3) FOR AIRFREIGHT THE CONTENTS OF THIS CONSIGNMENT ARE PROPERLY DESCRIBED BY NAME AND ARE PACKED, MARKED AND LABELLED AND ARE IN PROPER CONDITION FOR CARRIAGE ACCORDING TO THE IATA REGULATIONS AND TO ALL APPLICABLE CARRIER AND GOVERNMENTAL REGULATIONS, THIS CONSIGNMENT IS WITHIN THE LIMITATIONS PRESCRIBED FOR PASSENGER/CARGO AIRCRAFT.</p> <p>4) <b>INSURANCE</b> - IF YOU ELECT NOT TO INSURE YOUR CARGO FOR TRANSIT RISK, THEN YOU ARE ACCEPTING FULL RESPONSIBILITY FOR ALL OR ANY LOSSES/DAMAGES HOWSOEVER CAUSED AND <b>Customs &amp; Forwarding Services (Australia) Pty Ltd</b> RESERVES THE RIGHT TO DECLINE THIS SHIPMENT.</p>
<b>Shipper's Name and Address: ABN:</b>		
<b>Ph: Email:</b>		
<b>Consignee's Name and Address: TAX ID:</b>		
<b>Ph: Email:</b>		SIGNATURE OF SHIPPER.....  PRINTED NAME.....  DATE:
<b>Notify/Third Party: TAX ID:</b>		<b>Country Of Manufacture Of Goods:</b>
		<b>Please Check Box As appropriate:</b>  DANGEROUS GOODS <input type="checkbox"/> AIR <input type="checkbox"/> SEA <input type="checkbox"/>

**IT IS ILLEGAL TO CONSIGN CARGO AS AN UNAUTHORISED EXPLOSIVE DEVICE . ALL CARGO WILL BE SUBJECT TO SECURITY AND CLEARING PROCEDURE IN ACCORDANCE WITH GOVERNMENT REGULATIONS**

Declared Value for Customs (Value must be shown) ↓ \$	Is this shipment insured?  <b>YES/NO</b>	If CFS arranges insurance, it will be on terms:  ICC (A) (WAR) (STRIKES) at CFR value + 10%  \$	If the shipper has requested insurance, shipment is insured in the amount specified by the shipper. Insurance is payable to shipper unless another payee is designated in writing by the shipper.
	Would you like CFS to arrange insurance?  <b>YES/NO</b>	Please enter amount to be insured?  \$	<b>Freight charges payable by CHECK BOX AS APPROPRIATE</b>  Shipper: <input type="checkbox"/> Consignee: <input type="checkbox"/>  <small>NB: if not indicated, prepaid charges will apply</small>
			<b>ICC Incoterm 2010</b>

No. of Packages	Cargo Weight KG	Dimensions In Cms	Description of Goods	Additional Requirements Tick if Applicable
				Door to Door DDU / DDP <input type="checkbox"/> Commercial invoices <input checked="" type="checkbox"/> Duty Drawback <input type="checkbox"/> Letter of Credit <input type="checkbox"/> Carnet <input type="checkbox"/> Export Entry <input type="checkbox"/> Dangerous Goods Dec <input type="checkbox"/> Email Pre-Alert to Consignee <input type="checkbox"/> Email all Documents to Consignee <input type="checkbox"/>  Shipper's Ref #:

**SPECIAL INSTRUCTIONS AND HANDLING INFORMATION**

**Pick Up Address (if different to Shipper's Name & Address)**

