

# SHIPPER'S LETTER OF INSTRUCTION SEA FREIGHT

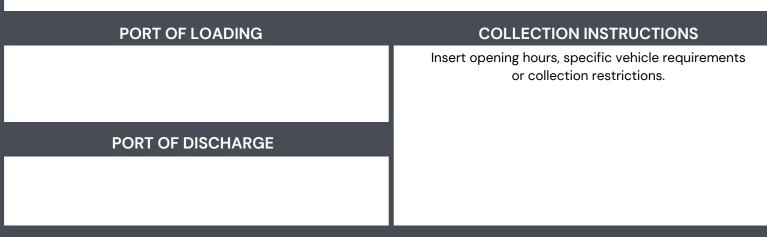
## SHIPPER / CONSIGNOR DETAILS

### **RECEIVER / CONSIGNEE DETAILS**

Company Name:	Company Name:
Address:	Address:
Contact name:	Contact name:
Phone number:	Phone number:
Email:	Email:

#### NOTIFY PARTY IF APPLICABLE

Insert details of consignee's agent or notify party if required.



#### **DELIVERY INSTRUCTIONS**

Please state if any destination requirements are to be performed by International Cargo Express.

IS CARGO HAZARDOUS?	HAVE YOU INSURED YOUR CARGO?
YES NO	YES NO
If yes, has MSDS & MO41 been supplied ?	If no, cargo is shipped at shipper's risk. Speak to ICE
YES NO	about options for insurance if needed.
HAS COMMERCIAL INVOICE BEEN ATTACHED?	IS CERTIFICATE OF ORIGIN REQUIRED?
YES NO	YES NO

#### WHICH METHOD HAVE YOU USED TO ACCURATELY DECLARE YOUR CARGO WEIGHT?

VGM Method One – I would like ICE to take my cargo over a weighbridge to confirm the accurate weight.

**VGM Method Two** – I have accurately weighed and declared all my cargo weight and added the container weight to my VGM declaration.

#### WHICH PROCESS IS MORE APPROPRIATE FOR RELEASING YOUR CARGO?

**Original Bills** – I require a physical copy of the bills of lading and will send these on to my buyer once payment has been received

**Express Release** – I do not require a physical copy of the bills of lading and give ICE permission to release my cargo to the buyer

SHIPPER'S REFERENCE	DETAILS OF SHIPMENT
Insert PO or Order Number if required.	Number of Packages
INCOTERM	Total Weight inc. packaging (LCL Shipments)
Choose option.	
CHARGES PAYABLE BY SHIPPER:	FCL Shipment Details (FCL Shipments)
Origin Charges	Container Number:
Freight Charges	Seal Number:
Duties and GST on arrival at destination	Container Tare (kg):
Other Destination Charges	As per the plaque on the door of container
VALUE OF GOODS FOR CUSTOMS, INCLUDING CURRENCY OF COMMERCIAL INVOICE	Contents Weight (kg): Must include all cargo and packaging materials
DOES ANY OF THE COMMERCIAL VALUE INCLUDE FREIGHT AND/ OR LOCAL CHARGES?	Gross Weight (kg): Container contents plus container tare
YES NO	Description of Goods
IF YES, PLEASE STATE THE VALUE BELOW:	

The shipper hereby declares that these particulars are correct and that they are aware of and accept the International Cargo Express Pty Ltd Standard Trading Conditions 2023.

Goods received in apparent good order for forwarding in accordance with the terms, conditions and exceptions contained in the signed air way bill. If payment method is not indicated above, all charges will be automatically prepaid to the shipper's account. All shipments are arranged as a freight forwarder.

Signed by:

Date: