



# SHIPPER'S LETTER OF INSTRUCTION SEA FREIGHT

## SHIPPER / CONSIGNOR DETAILS

Company Name:

Address:

Contact name:

Phone number:

Email:

## RECEIVER / CONSIGNEE DETAILS

Company Name:

Address:

Contact name:

Phone number:

Email:

## NOTIFY PARTY IF APPLICABLE

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

## EORI NUMBER

This is mandatory for customs clearance in the EU. If you don't have a number or are unsure, leave it blank and let us know.

## PORT OF LOADING

## PORT OF DESTINATION

## COLLECTION INSTRUCTIONS

Insert opening hours, specific vehicle requirements or collection restrictions.

## DELIVERY INSTRUCTIONS

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

### IS CARGO HAZARDOUS?

YES

NO

If yes, has MSDS & MO41 been supplied ?

YES

NO

### HAVE YOU INSURED YOUR CARGO?

YES

NO

If no, cargo is shipped at shipper's risk. Speak to ICE about options for insurance if needed.

### HAS COMMERCIAL INVOICE BEEN ATTACHED?

YES

NO

### IS CERTIFICATE OF ORIGIN REQUIRED?

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**

Insert PO or Order Number if required.

**INCOTERM**

Choose option.

**CHARGES PAYABLE BY SHIPPER:**

Origin Charges

Freight Charges

Duties and GST on arrival at destination

Other Destination Charges

**VALUE OF GOODS FOR CUSTOMS, INCLUDING CURRENCY OF COMMERCIAL INVOICE**

**DOES ANY OF THE COMMERCIAL VALUE INCLUDE FREIGHT AND/ OR LOCAL CHARGES?**

YES

NO

**IF YES, PLEASE STATE THE VALUE BELOW:**

**DETAILS OF SHIPMENT**

Number of Packages

Total Weight inc. packaging

Dimensions  
Length x Width x Height (cm)

**FCL Shipment Details (FCL Shipments)**

Container Number:

Seal Number:

Container Tare (kg):  
As per the plaque on the door of container

Contents Weight (kg):  
Must include all cargo and packaging materials

Gross Weight (kg):  
Container contents plus container tare

**Description of Goods**

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.

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: