



# Shipper's Letter of Instruction

Unit 12, Shield Road, Ashford Industrial Estate, Ashford, Middlesex TW15 1AU.  
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MARKS	DESCRIPTION	NO OF PKGS	DIMENSIONS	WEIGHT

- (Please tick)
- 1.) Terms of shipment: EX WORKS   
 FOB   
 CIF   
 DOOR TO DOOR
- 2.) Method of shipment AIR   
 ROAD   
 SEA   
 COURIER
- 3.) Are goods Hazardous for carriage ? YES   
 NO   
 (If yes, full details of hazard must be attached)
- 4.) Insurance  
 No Insurance to be effected   
 Insurance to be effected by Mach 2   
 (If so, Amount to be insured: £.....)  
 Insurance effected by Shipper   
 Check with buyer
- 5.) Are goods either UK manufactured or in EU Free Circulation YES   
 NO
- 6.) Tariff Heading:.....
- 7.) Transportation charges payable by:-  
 FOB Charges SHIPPER  CONSIGNEE   
 Insurance SHIPPER  CONSIGNEE   
 Freight Charges SHIPPER  CONSIGNEE   
 Destination Charges SHIPPER  CONSIGNEE   
 Foreign Duties etc SHIPPER  CONSIGNEE
- 8.) Are the goods subject to any Department of Trade or similar specific export controls ? YES  (Export Licence attached)  
 NO   
 DON'T KNOW
- 9.) Documents attached  
 Export Invoice  (must be attached)  
 Other.....
- 10.) In the event of non delivery on arrival, action to be taken.  
 Goods to be destroyed   
 Shipper to be contacted for instructions   
 Goods to be returned at UK shipper's cost
- 11.) Documents required by shipper (For seafreight shipments)  
 Tick box if Express Bills of Lading are acceptable   
 Original Bills of Lading   
 Copy Bills of Lading .....   
 (also see attached explanation)
- 12.) Is there a deadline on delivery ? YES  Date.....  
 DON'T KNOW

**Shipper (company stamp)**

**Consignee**

Date:..... Shipper's Reference No:.....

Signature of Shipper:.....Name(BLOCK CAPS).....