# Shipper's Letter of Instructions

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| 1a. EXPORTER (*Name and address including ZIP code*) | | 2. DATE OF EXPORTATION | 3. BILL OF LADING AIR WAYBILL NO. |
| | ZIP CODE | 5. FORWARDING AGENT | |
| b. EXPORTER'S EIN (IRS) NO. | c. PARTIES TO TRANSACTION<br>Related: ____ Non-related: _____ | | |
| 4a. ULTIMATE CONSIGNEE | | | |
| b. INTERMEDIATE CONSIGNEE | | 6. POINT (STATE) OF ORIGIN OR FTZ NO. | |
| 7. COUNTRY OF ULTIMATE DESTINATION | 8. LOADING PIER (*Vessel only*) | 9. MODE OF TRANSPORT (*Specify*) | 10. EXPORTING CARRIER |
| 11. PORT OF EXPORT | 12. PORT OF UNLOADING (Vessel and Air Only) | 13. CONTAINERIZED (*Vessel only*) | 14. CARRIER ID CODE |
| 15. SHIPMENT REFERENCE NO | 16. ENTRY NUMBER | 17. HAZARDOUS MATERIALS<br>Yes _____ No _____ | 18. IN BOND NO. |
| 19. ROUTED EXPORT TRANSACTION<br>Yes ____ No _____ | CONSIGNEE REFERENCE NO. | SHIPPER'S REFERENCE NO. | DATE |
| SHIP VIA AIR_____ OCEAN _____ CONSOLIDATE_____ DIRECT_____ | | FREIGHT CHARGES<br>Prepaid ____ Collect _____ COD _____ | |

14. SCHEDULE B DESCRIPTION OF COMMODITIES, ----------) (*Use columns 17 - 19*)
15. MARKS, NOS., AND KINDS OF PACKAGES

| D/F (16) | SCHEDULE B NUMBER AND DESCRIPTION (17) | CHECK DIGIT | QUANTITY -- SCHEDULE B UNIT(S)) (18) | SHIPPING WEIGHT (*Kilos*) (19) | VALUE (U.S. dollars, omit cents) (*Selling price or cost if no sold*) (20) |
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| 21. VALIDATED LICENSE NO./GENERAL LICENSE SYMBOL | 22. ECCN (*When required*) | SPECIAL INSTRUCTIONS: |
| 23. Duly authorized officer or employee | The exporter authorizes the forwarder named above to act as forwarding agent for export control and customs purposes. | |

24. I certify that all statements made and all information contained herein are true and correct and that I have read and understand the instructions for preparation of this documents, set forth in the "**Correct Way to Fill Out the Shipper's Export Declaration.**" I understand that civil and criminal penalties, including forfeiture and sale, may be imposed for making false or fraudulent statements herein, failing to provide the requested information or for violation of U.S. laws or exportation (13 U.S.C. Sec. 305; 22 U.S.C. Sec. 401; 18 U.S.C. Sec. 1001; 50 U.S.C. App. 2410).

SHIPPER REQUESTS INSURANCE ____ No ____ Yes $_____

WE (THE SHIPPER) HAVE FORWARDED TO YOU THE SHIPMENT DESCRIBED ABOVE VIA: YOUR TRUCK OTHER
CARRIER: PRO #

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| | **Confidential** - For use solely for official purposes authorized by the Secretary of Commerce (13 U.S.C. 301 (g)). | SHIPPER'S INSTRUCTIONS IN CASE OF INABILITY TO DELIVER CONSIGNMENT AS ASSIGNED |
| Title | *Export shipments are subject to inspection by U.S. Customs Service and/or Office of Export Enforcement.* | ___ ABANDON ___ RETURN TO SHIPPER |
| Date | 25. AUTHENTICATION (*When required*) | ___ DELIVER TO: |