


Shippers Letter of Instruction

Shipper		 <p style="text-align: center;">P O Box 53 003 Auckland Airport Ph: 0064 9 275 3007 Fax: 0064 9 255 1713 Email: exports@malcolm.co.nz</p>		
Consignee				
Notify Party		Special Instructions		
Vessel/Aircraft	Port/Airport of Loading	Shipment contains dangerous goods YES / No		
Port of Discharge	Final Destination	Freight Charges Prepaid <input type="checkbox"/> Collect <input type="checkbox"/>	Origin Charges Prepaid <input type="checkbox"/> Collect <input type="checkbox"/>	
Marks and Numbers	No. of Pieces	Description of Goods	Weight	Measurement
Type of Service:		Terms of Sale		
Airfreight Direct <input type="checkbox"/> Consol <input type="checkbox"/> No. of Original B/L:		Seafreight FCL/FCL <input type="checkbox"/> LCL/LCL <input type="checkbox"/> Ex Works <input type="checkbox"/> Free on Board (FOB) <input type="checkbox"/> Cost & Freight (C&F/CRF) <input type="checkbox"/> Delivered Duty Unpaid (DDU)** <input type="checkbox"/> Delivered Duty Paid (DDP)** <input type="checkbox"/> **Door to Door		
Documents to be Prepared:		Country of Origin: Invoice Value:		
Insurance <input type="checkbox"/> Drawback Entry <input type="checkbox"/> Certificate of Origin <input type="checkbox"/> Health Certificate <input type="checkbox"/> Letter of Credit Compliance required (Please attach copy) <input type="checkbox"/>		Name/Title: Date: Signature:		
Please act as our agents in arranging carriage of the above specified goods, we undertake to pay all duties, freight and carriage which cannot be collected from the consignee. The shipper certifies that the above particulars are correct and agrees to the standard trading conditions of Malcolm Total Logistics which are available on request.				