

# Shipper's Letter of Instruction

Exporter/Shipper/PPI  
EIN

Ultimate Consignee /Ship To  
Related

Invoice To/Sold To/Buyer  
Related

Notify Party/Also Notify

Importer

Producer

Forwarder to Insure @ %  
Insured Value  
Customs Value  
Value for Carriage

Invoice Number  
Invoice Date  
Shipping Number  
Freight Forwarder

Forwarder Reference  
Ship Via  
Export Date  
Exporter Reference

Customer Reference

Shipment Country of Origin  
Shipment Country of Ultimate Destination  
Foreign Trade Zone  
Mode of Transport  
Booking Number  
Booking Date  
Carrier

Service Contract  
Load Port  
Discharge Port

Cut Off Date  
Cut Off Time  
Freight  
Other Charges  
Terms of Sale  
Incoterms Destination  
Payment Terms

Invoice Currency  
Transshipments Allowed  
Letter of Credit Number  
Issuing Bank  
Import License  
Import License Date  
Marks & Numbers

Special Instructions

## Forwarder to File AES

The exporter authorizes the forwarder named above to act as a forwarding agent for export control and customs purposes.

Duly authorized officer or employee:

Signature \_\_\_\_\_

Inland Carrier  
Pro-Number  
Inland Freight  
Domestic Routing  
Hazardous

**IF HAZARDOUS MATERIALS ARE INCLUDED IN THE SHIPMENT, THE SHIPPER MUST PROVIDE A RESTRICTED ARTICLES STATEMENT**

IMCO Code  
24 Hour Contact Number  
Instructions or Other Matters