

Attention: Export Department

Shippers Letter of Instruction

Shipper:(1) COMPANY NAME ADDRESS SUBURB STATE/POST CODE TEL NUMBER											
Consignee if to Order state Notify Party(2) COMPANY NAME ADDRESS SUBURB STATE/POST CODE TEL NUMBER		akloperations@talkcargo.com www.talkcargo.com									
Notify Party and Address:(3) COMPANY NAME ADDRESS SUBURB STATE/ZIP CODE TEL NUMBER		Selling Terms (4) (Please tick one only) EXW - (Ex Works) All Charges to Consignee's Account FOB - All New Zealand Origin Charges to Shippers Account CFR - International Freight & NZ Origin Charges to Shippers Account DDU - Customs Clear and Deliver, Duty and Taxes to Consignee DAP - Customs Clear and Deliver, Duty and GST to Shipper									
Air/Sea Port of Departure:(5)		Air/Sea Port of Destination:(6)		Declared Value (7)	Currency (8)	Permit No.(9)					
via SEA		via AIR		Final Destination:(11)		Non Hazardous (12)		Hazardous (13)		If Hazardous please provide below (14)	
Please delete one (10)		Please delete one		UN		CL/PG					
PIECES, WEIGHTS, DESCRIPTION											
Pieces (15)		Gross Weight (16)		Goods Description (17)				Dimensions (cms) L X W X H (18)		Cubic/m3 (19)	
Total Pieces		Total Weight								Total Cubic/m3	
Cargo Security Warning (20) Cargo will be subjected to security and clearing procedures It is illegal to consign, as cargo, unauthorised explosives or incendiary devices											
Special Handling, Pick up and Delivery Instructions:(21)						Documentation Check list: (22) I have attached: Commercial Invoice/s Packing List/s) Dangerous Good Cert (if applic) MO41 and MSDS (if applic) I require: Copy of House Bill Export Declaration Number Express Release Bill of Lading					
IMPORTANT NOTES (23) If Selling terms are not clearly indicated above, all charges will be have to be charged to your account. If wooden packaging is used please ensure it is ISPM 15 compliant so as to prevent unnecessary charges Shipment is accepted subject to iKargo pty ltd t/a talkcargo conditions of carriage on reverse/attachment hereof. Any dangerous/hazardous goods, classified as such according to the International Air Transport Associations (IATA) regulations, have been declared											
Name of Shipper:				Signature of Shipper:				Date:			

Please Sign and email this form back to akloperations@talkcargo.com
 please also include commercial invoice and packing list



- 1 **Shipper** - If you are sending the cargo then this is you. Please enter your company name and address and of course a telephone number
- 2 **Consignee** - This is who you are sending the cargo to. Please enter their company name and address and of course a telephone number. If travelling on a Letter of Credit then you can write "To Order" here if instructed to do so
- 3 **Notify Party** - if on Letter of Credit the consignee will normally go here, yet you can also put in another party to notify, which maybe the consignee's customs broker/forwarder
- 4 **Selling Terms**
 - EXW**
Means the shipper/exporter pays no costs and all export clearance, movement and freight charges are to the account of the importer at point of destination
 - FOB**
Means the shipper/exporter pays all export clearance and transport costs. Overseas freight is paid by the importer at the point of destination
 - CFR**
Means the shipper/exporter pays all clearance, transport costs and international freight charges. The importer at destination is only responsible for destination charges and clearance costs
 - DDU**
Deliver Duty Unpaid - means the shipper/exporter pays all clearance, transport costs international freight charges. The shipper/exporter will also pay the destination charges clearance and delivery costs. The consignee/importer will pay all duties and taxes
 - DAP**
Deliver Duty Paid - means the shipper/exporter pays all clearance, transport costs international freight charges. The shipper/exporter will also pay the destination charges clearance and delivery costs and all duties and taxes applicable at destination
- 5 **Air/Sea Port of Departure** - e.g Sydney
- 6 **Air/Sea Port of Destination** - e.g Los Angeles
- 7 **Declared Value** - The value of goods are per the commercial invoice
- 8 **Currency** - The currency that the declared value is in e.g AUD
- 9 **Permit No.** - For cargo requiring a permit e.g Wine
- 10 **Mode of Transport** - Please delete the mode that the cargo will not travel by
- 11 **Final Destination** - if the goods are travelling to another city outside a Port or Airport if not please put in same as Air/Sea Port of Destination
- 12 **Non Hazardous** - if cargo is not hazardous then keep this - if not delete
- 13 **Hazardous** - if cargo is hazardous then keep this - if not delete
- 14 **Hazardous** - if cargo is hazardous please advise UN Number / Class and Packing Grp
- 15 **Pieces** - enter how many pieces
- 16 **Gross Weight** - the total weight of the cargo including any packaging
- 17 **Goods Description** - Enter Commodity here as well as any marks
- 18 **Dimensions** - Length x Width x Height in cms please
- 19 **Cubic/m3** - to get m3 please multiply LxWxH 2.g 1.00 x 1.00 x 1.20 = 1.20m3
- 20 **Cargo Security Warning** - we are serious!!
- 21 **Special Handling** - Please let us know if you have any restrictions in collection or delivery of cargo. If cargo is fragile or requires special handling. If we need to pick up cargo from another address or if we need a special knock to gain access to your building
- 22 **Document Check List** - We do need the Commercial Invoice otherwise we cannot complete export formalities via Australian Customs. A packing list whilst not mandatory is also helpful and of course if cargo is hazardous we require all supporting paperwork yet - take note we can do these on your behalf. For a cost of course
- 23 **Important Notes** - yes you should read these. Like you we don't want any hitches