



SHIPPER'S LETTER OF INSTRUCTION

SHIPPER Name		CONSIGNEE Name	
Address		Address	
Phone #		Phone #	
Forwarding Agent		Notify Party	Bank
Forwarding Agent EIN			
Port of Load		Port of Destination	
Booking / Job No.		Schedule B #:	

CARGO INFORMATION Description of the Cargo			
Quantity of Packages		Package Type	
Weight	Lbs.	KG.	Measurement
Equipment Number(s)		Seal Number(s)	
Booking Type	Less than a Container (LCL)	Full Container	Breakbulk / Vehicle
If FCL: Select Container Size	Reefer:	Temperature:	Degrees:
20' 40' 45'	20' 40'	C	F
Hazardous Material	YES NO	Bonded	YES NO
View Instructions on Hazardous Material			

Type of valid Identification Accompanying this shipment: _____ I _____ CERTIFY THAT THERE ARE NO UNDECLARED HAZARDOUS MATERIALS CONTAINED IN THIS SHIPMENT SUCH AS INCENDIARY DEVICES, AMMUNITIONS, COMBUSTIBLE MATERIALS, UN-DECLARED WEAPONS OR CURRENCY.

Undeclared cargo sent by the customer may result in additional custom duties and/or fines. Additional Customs duties and/or fines will be the responsibility of the customer.

Customer Signature _____ Customer Name _____

Paid By Agent Charges (if applicable)(PBA): _____

DOCUMENT DISTRIBUTION Ocean Freight Charges Prepaid: Charges will billed to Shipper Collect: Charges will be billed to Consignee	Bill to Third Party (Information)
Would you like proof of shipment Bill of Lading? (If answer is YES, please provide email or fax number)	YES NO

ADDITIONAL INFORMATION Please advise if there are other shipments to consolidate Please show suppliers and approximate quantities.	YES NO (If answers is YES, provide email or fax number)
---	--

UNDECLARED CARGO SENT BY THE CUSTOMER MAY RESULT IN ADDITIONAL CUSTOMS DUTIES AND/OR FINES. ADDITIONAL DUTIES AND /OR FINES WILL BE THE RESPONSIBILITY OF THE CUSTOMER.

Insurance is automatically applied at an additional cost unless written instructions state otherwise. Certain commodities are excluded of coverage. A listing of these items is available upon request.

Please fill, print, sign and email to
sercustomerservice@laparkan.com
or fax to (305)693-5515