



Shipper's Letter of Instruction

Airfreight Ocean (LCL) Ocean (FCL)

Shipper: Contact: _____ Account: _____ Telephone: _____ Email: _____		Pick-up Goods at: Ready at: _____ On: _____ Closes at: _____ <input type="checkbox"/> Inside Pick Up Required <input type="checkbox"/> Extra Manpower Required <input type="checkbox"/> Appointment Required <input type="checkbox"/> Tailgate Required				
Consignee: Telephone: _____ Fax: _____		Notify Party: Telephone: _____ Fax: _____				
Service Level <input type="checkbox"/> AIR – PREMIUM <input type="checkbox"/> AIR – PREFERRED <input type="checkbox"/> AIR – ECONOMY <input type="checkbox"/> AIR – IATA <input type="checkbox"/> OCEAN – PREMIUM <input type="checkbox"/> OCEAN – ECONOMY	Service Type <input type="checkbox"/> DOOR-TO-TERMINAL <input type="checkbox"/> DOOR-TO-DOOR <input type="checkbox"/> TERMINAL-TO-TERMINAL <input type="checkbox"/> TERMINAL-TO-DOOR	General Description/Nature of Goods 				
Charges <input type="checkbox"/> PREPAID <input type="checkbox"/> COLLECT		Is UPS Supply Chain Solutions to Insure Goods? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Value and Currency				
Ocean Equipment Size <input type="checkbox"/> 20' CONTAINER <input type="checkbox"/> 40' CONTAINER <input type="checkbox"/> 45' CONTAINER Ocean Equipment Type <input type="checkbox"/> REEFER <input type="checkbox"/> OPEN TOP <input type="checkbox"/> HIGH CUBE <input type="checkbox"/> FLAT RACK <input type="checkbox"/> DRY Air Special Handling <input type="checkbox"/> HAZARDOUS <input type="checkbox"/> PERISHABLE <input type="checkbox"/> REFRIGERATED						
AIR OR OCEAN LCL SHIPMENTS, PLEASE PROVIDE THE FOLLOWING:						
Pieces	Packing Container	Dimensions (cm)			Weight Kgs	Special Instructions If any
		Length	Width	Height		
Export Declaration <input type="checkbox"/> I will file electronically my Export Declaration or Currently Subscribe to Summary Reporting and my Business Number (BN) is: <input type="checkbox"/> I will supply UPS Supply Chain Solutions a fully completed B13A Export Declaration <input type="checkbox"/> I would prefer UPS Supply Chain Solutions complete and file my Export Declaration. Charges will apply – IMPORTANT: UPS Supply Chain Solutions must have a signed Export Declaration Questionnaire on file. Please contact your local Account Executive for more information.						

Name: _____

Date: _____

Dept.: _____

Telephone: _____

All business is transacted in accordance with CIFFA Rules and Regulations. All rates are based on present market conditions and are subject to change or without notice.