

U.S. SHIPPER'S LETTER OF INSTRUCTIONS



Date _____ Shippers Reference Number _____

DHL Global Forwarding
Air (800) 234-2778 or Ocean (800) 255-6232
www.dhl-usa.com

1a. U.S. PRINCIPAL PARTY IN INTEREST (USPPI) (Complete name, address & zip code)

Shipper MUST Check Service Requested:
Check one: Air Ocean Ground
Check one: Consolidated Direct
When no box is checked, shipment will move Air, Consolidated

1b. USPPI EIN (IRS) NO. or ID NO. _____ 1c. PARTIES TO TRANSACTION
 Related Non-Related

AFFIX OR INSERT DHL Global Forwarding

2a. ULTIMATE CONSIGNEE (Complete name, address & zip code)

WAY BILL NO HERE

MUST Identify Consignee Type (see box 26 below)

2b. Consignee Tel #	9. Charge	Collect	PPD	PPD & Add	Third Party
	Inland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3b. Notify Party Tel#	Air/Ocean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3a. NOTIFY PARTY (Complete name, address & zip code)

10. Shipper must check INCOTERM and insert Named Port/Place:
 EXW FOB* CPT DAT
 FAS* CFR* CIP DAP
 FCA CIF* DDP Other *Ocean only Incoterms
 Named PORT/PLACE: _____

4. Dangerous Goods (DG certificate must be attached) No Yes
 5. Perishable / Temperature Controlled No Yes
 6. Maintain Temperature Between _____ ° and _____ ° C° or F°
 7. Routed Export Transaction No Yes
 8. Shipper Requests Insurance No Yes \$

11. Shipper's CONTACT in case of inability to deliver consignment as assigned:
 Name: _____
 Phone: _____ Email: _____

(12) Marks, Nos., Kinds Of Pkgs, & SLAC	(13) Description Of Commodities	(14) D/F Or M	(15) Schedule B Number	(16) Quantity Schedule B Unit(s)	(17) Shipping Weight (Kilograms)	(18) Value (US Dollars, Omit Cents) (Selling Price / Cost If Unsold)
As Directed by the TSA, all cargo tendered for air transport is subject to inspection.						

19. US Export Control CHECK ONE: NLR Exception License Lic.# _____ & Exp Date _____
 20. Point (State) Of Origin Or FTZ No. _____
 21. Country Of Ultimate Destination _____
 22. ECCN _____ (When required)
 23. Payment Terms: Open Account Time Draft* Sight Draft*
 Letter of Credit* Bank: _____
 * Shipper must provide this document to DHL Global Forwarding

24. SHIPMENT TO ARRIVE BY: OTHER Carrier _____
 DHL Global Forwarding Truck _____
 TRUCK LINE NAME _____ RECEIPT (PRO) NUMBER _____

DIMENSIONS	25. PIECES	L	W	H	26. SPECIAL INSTRUCTIONS: 27. Document distribution: Send Originals: Send Copies: Consignee Type: <input type="checkbox"/> Direct Consumer <input type="checkbox"/> Government Entity <input type="checkbox"/> Reseller <input type="checkbox"/> Other - Unknown

28. Duly authorized officer or employee: _____
 The USPPI authorizes the forwarder named above and its affiliates to act as forwarding agent for export control and customs purposes.

29. I certify that all statements and all information contained herein are true and correct. I also understand that DHL Global Forwarding will file the Electronic Export Information (EEI) electronically with the proper authorities on our behalf. I understand that civil and criminal penalties, including forfeiture and sale, may be imposed for making false or fraudulent statements herein, failing to provide the requested information or for violation of U.S. Laws upon exportation (13 U.S.C. Sec. 305; 22 U.S.C. Sec. 401; 18 U.S.C. Sec.1001; 50 U.S.C. App. 2410). DHL Global Forwarding will provide the exporter with a hard copy of the SED upon request and payment of a mutually agreed upon processing fee.

Signature: _____ Title: _____ Date: _____	Confidential – For use solely for official purposes authorized by the Secretary of Commerce (13 U.S.C. 301(g)). Export shipments are subject to inspection by U.S. Customs & Border Protection and/or Office of Export Enforcement.	DHL Global Forwarding: GOODS RECEIVED IN APPARENT GOOD ORDER Date: _____ Time: _____ Signed in by: _____
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NOTE: The Shipper or his Authorized Agent hereby authorizes the above named Company, in his name and on his behalf, to prepare any export documents, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the conditions of carriage and the tariffs of the carriers employed. The shipper guarantees payment of all collect charges in the event the consignee refuses payment. Hereunder the sole responsibility of the Company is to use reasonable care in the selection of carriers, forwarders, agents and others to whom it may entrust the shipment.
 These commodities, technology or software were exported from the United States in accordance with the export administration regulations. Diversion contrary to U.S. law prohibited.

To See Terms and Conditions, See "Conditions of Contract" Document