

# U.S. SHIPPER'S LETTER OF INSTRUCTIONS

**DHL Global Forwarding**  
 Air (800) 234-2778 or Ocean (800) 255-6232  
[www.dhl-dgf.com](http://www.dhl-dgf.com)



Date \_\_\_\_\_ Shippers Reference Number \_\_\_\_\_

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 WAY BILL NO HERE**

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

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)

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 \$

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: \_\_\_\_\_

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:

28. Duly authorized officer or employee: \_\_\_\_\_  
 The USPPI authorizes the forwarder named above 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 Shipper's Export Declaration (SED) 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:	<b>Confidential</b> – 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**