



SHIPPER'S LETTER OF INSTRUCTION

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

<b>CARGO INFORMATION</b>			
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): \_\_\_\_\_

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

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

**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