

Shipper's Letter of Instruction

(Sample - Blank Document)

Shipper Information

Shipper (Full Name & Address):	
Contact Person:	
Phone Number:	
Email Address:	

Consignee Information

Consignee (Full Name & Address):	
Contact Person:	
Phone Number:	
Email Address:	

Shipment Details

Origin:	
Destination:	
Carrier / Forwarder:	
Requested Routing:	
Incoterms:	
Booking Number:	
Mode of Transport:	
Departure Date:	
Special Instructions:	

Goods Description

Commodity Description:	
Number of Packages:	
Type of Packaging:	
Gross Weight (kg):	
Volume (m³):	
Dimensions (L x W x H):	
HS Code:	

Documents Attached

Commercial Invoice:	
Packing List:	
Certificate of Origin:	
Other Documents:	

Authorization

Name of Person Completing:	
Title:	
Date:	
Signature:	

This is a sample blank form of a Shipper’s Letter of Instruction.