

International Freight Forwarder

Shipment Guidelines

1. Documentation Requirements

- Commercial Invoice
- Packing List
- Bill of Lading / Airway Bill
- Certificate of Origin (if applicable)
- Export/Import Licenses (if required)

2. Shipment Preparation

1. Ensure all items are properly packed and labeled.
2. Mark fragile and hazardous materials clearly.
3. Verify package dimensions and weight.
4. Attach all necessary shipping documents to the package.

3. Cargo Labeling

- Consignee and consignor details
- Destination address
- Handling instructions
- Package number and total number of packages

4. Prohibited and Restricted Goods

The following items are typically prohibited or restricted for international shipment:

- Flammable or explosive materials
- Perishable goods (unless properly packed and documented)
- Hazardous chemicals
- Counterfeit items
- Live animals

5. Packaging Standards

Packaging Type	Description	Usage
Cartons	Corrugated boxes, taped and sealed	General goods
Pallets	Wooden or plastic, wrapped, strapped	Bulk or heavy items
Crates	Wooden containers, nailed shut	Heavy machinery, fragile equipment

6. Insurance Recommendations

- Obtain adequate cargo insurance to cover loss or damage.
- Submit insurance details with shipment documents.

7. Contact Information

For questions or assistance, contact:
Freight Forwarding Department
Email: info@freightforwarder.com
Tel: +1 123 456 7890

