

Ocean Freight Forwarding Instruction

1. Shipper Details

Company Name:

Address:

Contact Name & Tel:

Email:

2. Consignee Details

Company Name:

Address:

Contact Name & Tel:

Email:

3. Notify Party

Company Name:

Address:

Contact Name & Tel:

Email:

4. Shipment Details

Place of Receipt:

Port of Loading:

Port of Discharge:

Place of Delivery:

Requested Vessel/Voyage:

Estimated Departure:

Incoterms:

5. Cargo Description

Description of Goods:

No. of Packages:

Type of Packaging:

Gross Weight:

Measurements (CBM):

HS Code:

Special Instructions:

6. Container & Transport Mode

Container Type & Size:

Quantity of Containers:

FCL / LCL / RORO /
Breakbulk:

Multimodal Transport Type:

7. Documentation

Original B/L Required:

Letter of Credit:

Other Document Instructions:

Prepared By:

Date:

Approved By:

Date:
