

SHIPPER'S LETTER OF INSTRUCTION



2103 Route 9
 Round Lake, NY 12151
 PH: 518-785-6000
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1. U.S. PRINCIPAL PARTY IN INTEREST (USPPI) (complete name and address)			
2. USSPI EIN (IRS) OR ID NO.	3. PARTIES TO TRANSACTION Related <input type="checkbox"/> Non-related <input type="checkbox"/>		
4. ULTIMATE CONSIGNEE (complete name and address)		10. DOES THIS SHIPMENT CONTAIN DANGEROUS GOODS? (ONE BOX MUST BE CHECKED) YES <input type="checkbox"/> NO <input type="checkbox"/>	
TELEPHONE NO. _____ EMAIL ADDRESS _____		11. TERMS OF FREIGHT PAYMENT PREPAID <input type="checkbox"/> COLLECT <input type="checkbox"/>	
5. ULTIMATE CONSIGNEE TYPE DIRECT CONSUMER <input type="checkbox"/> RESELLER <input type="checkbox"/> GOVERNMENT ENTITY <input type="checkbox"/> OTHER / UNKNOWN <input type="checkbox"/>		12. TYPE OF SERVICE (SELECT MODE AND SERVICE LEVEL) AIR <input type="checkbox"/> OCEAN <input type="checkbox"/> INTERNATIONAL EXPRESS AIRFREIGHT <input type="checkbox"/> STANDARD AIRFREIGHT <input type="checkbox"/> DOOR TO DOOR <input type="checkbox"/> DOOR TO AIRPORT <input type="checkbox"/> DOOR TO PORT <input type="checkbox"/>	
6. INTERMEDIATE CONSIGNEE		13. VERIFIED GROSS MASS (KGS) FOR FCL ONLY : _____	
7. DOCUMENTS ATTACHED TO BE PREPARED BY TBGFS COMMERCIAL INVOICE _____ CERTIFICATE OF ORIGIN _____ PACKING LIST _____ CONSULAR DOCUMENTATION _____ LETTER OF CREDIT _____ BANK DRAFT _____ BANK DRAFT _____ LETTER OF CREDIT _____ CERTIFICATE OF ORIGIN _____ DANGEROUS GOODS DECLARATION _____		14. INCO TERMS (SELECT ONE) CFR <input type="checkbox"/> CIF <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input type="checkbox"/> FAS <input type="checkbox"/> DDP <input type="checkbox"/> DAP <input type="checkbox"/> DAT <input type="checkbox"/> EXW <input type="checkbox"/> FOB <input type="checkbox"/> FCA <input type="checkbox"/> INCO TERM NAMED PLACE: _____	
8. ROUTED EXPORT TRANSACTION YES <input type="checkbox"/> NO <input type="checkbox"/>		15. DUTY & TAXES EXCLUSIVE <input type="checkbox"/> ALL INCLUSIVE <input type="checkbox"/>	
9. DECLARED VALUE FOR CARRIAGE \$ _____		16. TBGFS QUOTE NUMBER _____	
31. Eligible Party Certification (ITAR goods only) YES <input type="checkbox"/> NO <input type="checkbox"/>		17. POINT (STATE OF ORIGIN OF FTZ NO.) _____	
32. DDTC Applicant Registration Number (ITAR goods only) _____		18. COUNTRY OF ULTIMATE DESTINATION _____	
33. Signature of Duly Authorized officer or employee _____		19. SPECIAL INSTRUCTIONS _____	
34. (Type/Print name here) _____		20. INSURANCE REQUESTED YES <input type="checkbox"/> Amount \$ _____ NO <input type="checkbox"/>	
35. Check here to validate Electronic Signature. Electronic Signatures must be typed in all capital letters in box 33 in order to be valid.		36. Title of Signatory _____	
37. Date _____		I certify that all statements and all information contained herein are true and correct. 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 on 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).	
NOTE: The Shipper or his Authorized Agent hereby authorize Trans-Border Global Freight Systems, Inc. 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 Forwarding Agent and carriers employed. The shipper guarantees payment of all collect charges in the event the consignee refuses payment. Here under 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.		Cargo items tendered for air transportation are subject to aviation security controls by air carriers and when appropriate other government regulations. Copies of all relevant shipping documents showing all cargo's consignee, consignor, description, and other relevant data will be retained on file until the cargo completes its air transportation. The USPPI authorizes the forwarder named above to act as forwarding agent for export control and customs purposes	

FORWARDING AGENT **Trans-Border Global Freight Systems, Inc.**

For tracking and tracing of shipment, please visit our website at:

www.tbgs.com

Rev. 08/17

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