

# Figure 6 Sample Shipper's Letter of Instructions

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SHIPPER (Name and address including ZIP code) <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <span style="font-size: 1.2em; font-weight: bold;">1</span> </div>		INLAND CARRIER (See note #2 below) <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <span style="font-size: 1.2em; font-weight: bold;">7</span> </div>	
		SHIP DATE      PRO NO.	
		ZIP CODE	
EXPORTER EIN (IRS) NO. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <span style="font-size: 1.2em; font-weight: bold;">2</span> </div>	PARTIES TO TRANSACTION <input type="checkbox"/> Related <span style="font-size: 1.2em; font-weight: bold;">3</span> <input type="checkbox"/> Non-related		
ULTIMATE CONSIGNEE <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <span style="font-size: 1.2em; font-weight: bold;">4</span> </div>			
INTERMEDIATE CONSIGNEE <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <span style="font-size: 1.2em; font-weight: bold;">5</span> </div>			
FORWARDING AGENT <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <span style="font-size: 1.2em; font-weight: bold;">6</span> </div>			
		POINT (STATE) OF ORIGIN OR FTZ NO. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <span style="font-size: 1.2em; font-weight: bold;">8</span> </div>	COUNTRY OF ULTIMATE DESTINATION <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <span style="font-size: 1.2em; font-weight: bold;">9</span> </div>

## SHIPPER'S LETTER OF INSTRUCTIONS

NOTE: 1 IF YOU ARE UNCERTAIN OF THE SCHEDULE B COMMODITY NO.--DO NOT TYPE IT IN--WE WILL COMPLETE WHEN PROCESSING THE 7525-V.  
2 IF YOU HAVE SHIPPED THIS MATERIAL TO US VIA AN INLAND CARRIER--PLEASE GIVE US THE INLAND CARRIER'S NAME, SHIPPING DATE, AND RECEIPT OR PRO. NO. (IF AVAILABLE). THIS WILL HELP US EXPEDITE YOUR SHIPMENT WITH THE INLAND CARRIER.  
3 BE SURE TO PICK UP TOP SHEET AND SIGN THE FIRST BUFF EXPORT DECLARATION WITH PEN AND INK.

SHIPPER'S REF. NO. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <span style="font-size: 1.2em; font-weight: bold;">10</span> </div>	DATE <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <span style="font-size: 1.2em; font-weight: bold;">11</span> </div>	SHIP VIA <span style="font-size: 1.2em; font-weight: bold;">12</span> <input type="checkbox"/> AIR <input type="checkbox"/> OCEAN	<input type="checkbox"/> CONSOLIDATE <span style="font-size: 1.2em; font-weight: bold;">13</span> <input type="checkbox"/> DIRECT
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SCHEDULE B DESCRIPTION OF COMMODITIES						VALUE (U.S. dollars, omit cents) (Selling price or cost if not sold)
D/F	MARKS, NOS., AND KIND OF PKGS. SCHEDULE B NUMBER	QUANTITY-- SCHEDULE B UNIT(S)	SHIPPING WEIGHT (Kilos)	SHIPPING WEIGHT (Pounds)	CUBIC METERS	
14	15	16	17	18	19	20
	21					

VALIDATED LICENSE NO./GENERAL LICENSE SYMBOL <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <span style="font-size: 1.2em; font-weight: bold;">22</span> </div>	ECCN (When required) <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <span style="font-size: 1.2em; font-weight: bold;">24</span> </div>	SHIPPER MUST CHECK <span style="font-size: 1.2em; font-weight: bold;">25</span> <input type="checkbox"/> PREPAID OR <input type="checkbox"/> COLLECT
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Duly authorized officer or employee <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <span style="font-size: 1.2em; font-weight: bold;">23</span> </div>	The exporter authorizes the forwarder named above to act as forwarding agent for export control and customs purposes.	C.O.D. AMOUNT \$
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### SPECIAL INSTRUCTIONS

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<b>BE SURE TO PICK UP TOP SHEET AND SIGN THE FIRST BUFF EXPORT DECLARATION WITH PEN &amp; INK.</b> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <span style="font-size: 1.2em; font-weight: bold;">27</span> </div>	SHIPPER'S INSTRUCTIONS IN CASE OF INABILITY TO DELIVER CONSIGNMENT AS CONSIGNED: <input type="checkbox"/> ABANDON <input type="checkbox"/> RETURN TO SHIPPER DELIVER TO <span style="font-size: 1.2em; font-weight: bold;">28</span> SHIPPER'S REQUESTS INSURANCE <input type="checkbox"/> YES <input type="checkbox"/> NO <span style="font-size: 1.2em; font-weight: bold;">29</span> <small>If Shipper has requested insurance as provided for in the bill of lading, shipment is insured in the amount indicated (recovery is limited to actual loss) in accordance with the provisions as specified in the Carrier's Tariffs. Insurance is payable to Shipper unless payee is designated in writing by the shipper.</small>
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NOTE: The Shipper or his Authorized Agent hereby authorizes the above named Company, 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 carriers employed. The shipper guarantees payment of all collect charges in the event the consignee refuses payment. Hereunder 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.

## Figure 6, cont. Instructions for Preparing the Shipper's Letter of Instruction

The Shipper's Letter of Instruction is just that — a "letter" from the Shipper instructing the Freight Forwarder how and where to send the export shipment. In preparing this form, the Shipper also fills in most of the information required on the Shipper's Export Declaration, form 7525V (the Freight Forwarder will complete the rest). After the Shipper completes the form, he or she retains the blue shipper's ply and forwards the rest of the form with the shipment to the Freight Forwarder.

- 1. EXPORTER** – The name and address of the principal party responsible for effecting export from the United States. The exporter as named on the Export License. Report only the first five digits of the Zip Code.
- 2. EXPORTER EIN NO.** – The exporter's Internal Revenue Service Employer Identification Number (EIN) or Social Security Number (SSN) if no EIN has been assigned.
- 3. PARTIES TO TRANSACTION (RELATED)** – One between the U.S. exporter and the foreign consignee, when the person owns (directly or indirectly) at any time during the fiscal year, 10 percent of more of the voting securities of the incorporated business, or an equivalent interest if an unincorporated business enterprise, including a branch, the transaction is between RELATED parties. Otherwise, the transaction is between UNRELATED parties.
- 4. ULTIMATE CONSIGNEE** – The name and address of the person/company to whom the goods are shipped for the designated end use, or the party so designated on the Export License.
- 5. INTERMEDIATE CONSIGNEE** – The name and address of the party who effects delivery of the merchandise to the ultimate consignee, or the party so named on the Export License.
- 6. FORWARDING AGENT** – The name and address of the duly authorized forwarder acting as agent for the exporter.
- 7. INLAND CARRIER** – See note 2 on form.
- 8. POINT (STATE) OF ORIGIN OR FTZ NO.** – (a) The 2-digit U.S. Postal Service abbreviation of the state in which the merchandise actually starts its journey to the port of export, or (b) the state of the commodity of greatest value, or (c) the state of consolidation, or (d) the Foreign Trade Zone Number for exports leaving an FTZ.
- 9. COUNTRY OF ULTIMATE DESTINATION** – The country in which the merchandise is to be consumed, further processed, or manufactured; the final country of destination as known to the exporter at the time of shipment; or the country of ultimate destination as shown on the Export License.
- 10. SHIPPER'S REFERENCE NUMBER** – Shipper's reference with freight forwarder.
- 11. DATE** – Date shipment sent to forwarder.
- 12. SHIP VIA** – Method of shipment to forwarder.
- 13. CONSOLIDATE/DIRECT** – Determines how a forwarder is to instruct Carrier to ship goods. Generally, a choice between speed and economy of shipment.
- 14. D/F – D (domestic exports)** – Merchandise grown, produced or manufactured (including imported merchandise which has been enhanced in value) in the United States. F (foreign exports) merchandise that has entered the United States and is being reexported in the same condition as when it entered.

**15. MARKS, NOS., & KINDS OF PACKAGES** – Indicate the numbers and kinds of packages (boxes, barrels, cases) and any descriptive marks, numbers of other identification shown on the packages. Such marks and numbers are required to be placed on the outside of all packaged goods whenever feasible.

**SCHEDULE B NUMBER** – The 10 digit commodity number as provided in the Harmonized Schedule B — Statistical Classification of Domestic and Foreign Commodities exported from the United States.

**16. QUANTITY — SCHEDULE B UNIT(S)** – The unit(s) specified in Schedule B with the unit indicated, or the unit as specified on the Export License.

**17. SHIPPING WEIGHT** – (for vessel and air shipments) The gross shipping weight in kilos, including the weight of containers but excluding carrier equipment.

**18. SHIPPING WEIGHT (pounds)** – The gross shipping weight in pounds of the commodities being shipped, not including the weight of the shipping container.

**19. CUBIC METERS** – Length x width x height in meters, not required, but helpful.

**20. VALUE (U.S. DOLLARS, OMIT CENTS)** – The selling price, or cost if not sold, for the number of items recorded in the Quantity Field when they were sold by the vendor to the purchaser.

**21. HARMONIZED SCHEDULE B DESCRIPTION** – A proper identifying description of the commodity as known in the country of production or exportation. This should be sufficient to permit verification of the Harmonized Schedule B Commodity Number, or the description shown on the export license.

**22. VALIDATED LICENSE NO./GENERAL LICENSE NO.** – Export License number and expiration date or License Exception symbol.

**23. DULY AUTHORIZED OFFICER** – Signature of exporter authorizing the named agent to effect the export when such agent does not have formal Power of Attorney.

**24. ECCN** – (when required) Export Control Commodity Number — ECCN number of commodities listed on the Commerce Control List (commodities subject to U.S. Department of Commerce export controls) in the Export Administration Regulations.

**25. SHIPPER MUST CHECK** – Specifies whether shipper (prepaid) or consignee (collect) will pay freight charges. If shipment is to be paid for C.O.D. by consignee, specify amount in C.O.D. AMOUNT Field.

**26. SPECIAL INSTRUCTIONS** – Used to inform forwarder of any special instructions, such as a specific carrier to be used, special telex notification, required certifications, etc.

**27. SIGNATURES** – The Customs laws of various countries require various numbers of Commercial Invoices to be signed originally in pen and ink. Please review requirements with the specific purchaser.

**28. SHIPPER'S INSTRUCTIONS** – Instructs the forwarder how to dispose of the shipment in the event it proves to be undeliverable abroad.

**29. INSURANCE** – Used where insurance is required, and the shipper wishes to use an insurer chosen by the forwarder. The amount insured is usually 110% of the shipment value.