

Shipper's Letter of Instruction

These instructions are supplied by the Shipper, or their designated representative for movement of international general commodity shipments. Shipper has all rights of title to the goods being shipped. Representative has full written authority to act in behalf of the shipper. Subject to standard forwarding terms and conditions, see http://www.unigroupworldwide.com/services/airfreight/terms_conditions.htm.

"49 USC 114 authorizes the collection of this information. The information you provide will be used to qualify you or verify your status as possible "known shipper." Providing this information is voluntary, however, failure to provide the information will prevent you from qualifying as a "known shipper." This information will be disclosed to TSA personnel and contractors or other agents including IACs in the maintenance and operation of the known shipper enforcement agencies, and others in accordance with the Privacy Act, 5 USC Section 552a. For additional details, see the system of records notice for Transportation Security Threat Assessment System (DHS/TSA 002) published in the *Federal Register*."

SHIPPER
Name:
Address:
City:
State:
Country:
Contact:
Phone:
Ref #:

PICK-UP LOCATION
Name:
Address:
City:
State:
Country:
Contact:
Phone:
Ref #:

Previous Quote #:

Loading Dock @ Origin <input type="checkbox"/> Yes <input type="checkbox"/> No

Provide Extended Protection Coverage: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>NOTE: UniGroup Worldwide UTS will only provide insurance if requested here. If 'NO' is selected, Limitation of Liability will apply per mode of transportation (see Terms and Conditions).</i>
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CONSIGNEE
Name:
Address:
City:
State:
Country:
Contact:
Phone:
Ref #:

BILL-TO
Name:
Address:
City:
State:
Country:
Contact:
Phone:
Ref #:

Who is Responsible for Paying Duties/Taxes? <input type="checkbox"/> Shipper <input type="checkbox"/> Consignee
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Please Arrange For/Perform the Following Services (Mark with an 'X'):			
<input type="checkbox"/>	Provide Inside Pickup / Rigging	<input type="checkbox"/>	To Destination Port Only
<input type="checkbox"/>	Provide Packing / Crating Services	<input type="checkbox"/>	Customs Clearance at Destination
<input type="checkbox"/>	Provide Fumigation Services	<input type="checkbox"/>	Delivery to Dest Whse Loading Dock
<input type="checkbox"/>	Pickup and Trucking to Port of Exit	<input type="checkbox"/>	Inside Delivery
<input type="checkbox"/>	Transport via Ocean Freight	<input type="checkbox"/>	Unpacking
<input type="checkbox"/>	Transport via Air Freight	<input type="checkbox"/>	Assembly
<input type="checkbox"/>	Transport via Truck (Mexico & Canada)	<input type="checkbox"/>	Debris Removal
<input type="checkbox"/>	File AES for Export	<input type="checkbox"/>	Storage

Shipment Details:	
Commodity:	
Terms of Sale (INCOTERMS):	
Federal Tax ID # (EIN #):	
Export License # (if applicable):	
Total Piece Count:	
Total Gross Weight:	
Total Cubic Feet:	
Product Value:	
Schedule 'B' #(s):	

Documents Attached:

Special Handling Requirements:

I certify that all statements made and 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). All shipments are subject to inspection and/or screening by the Transportation Security Administration, U.S. Customs Service, and/or the Office of Export Enforcement. NOTE: The Shipper or its authorized agent hereby authorizes UniGroup Worldwide UTS, 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 consigned refuses payment. Hereunder the sole responsibility of UniGroup Worldwide UTS to use reasonable care in the selection of carriers, forwarders, agents and others to whom it may entrust the shipment.

Date:	Print Name:	Signature:
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UNIGROUP WORLDWIDE UTS HEADQUARTERS
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Shipment Tracking Available @ www.wwgair.com