



**SHIPPER'S LETTER OF INSTRUCTION**

Sender/Shipper – Capital Letters		Account to be sent to:
Name: .....		Shipper <input type="checkbox"/> Consignee <input type="checkbox"/> Other <input type="checkbox"/>
Address: .....		Detail: .....
Phone: ..... Reference: .....		INCO Terms.....
Receiver / Consignee – Capital Letters		Special Handling Instructions
Name: .....		.....
Address: .....		.....
Phone: ..... Reference: .....		.....
Port/Airport of Destination	Place of Delivery	Originating from MELBOURNE or OTHER .....

**PLEASE INDICATE MODE OF TRANSPORT REQUIRED:**      **AIR**     **SEA**     **ROAD**

**SERVICE REQUIRED:**    **Door to Door(DAP)**     **Door to Door(DDP)**     **OR Airport/Port to Airport/Port**

Door to Door service includes customs clearance, storage and any other charges incurred at destination (DAP) and duties/taxes (DDP)

Pieces	Gross Weight (kg)	Dimensions (centimetres) Length x Width x Height	Marks and Numbers	Nature & Quantity of Goods Dangerous Goods must be declared

Volumetric weight will be charged if greater than gross weight (kg)

**TO ENABLE US TO CORRECTLY PREPARE YOUR SHIPMENT FOR CARRIAGE PLEASE ADVISE THE FOLLOWING**

Dangerous goods information	UN Numbers	Proper Shipping Names	Packing Group
<b>Documents attached</b>		Value for Customs	AUD
MSDS	<input type="checkbox"/>		
Commercial invoice	<input type="checkbox"/>	Date collection is required	...../...../.....
Relevant permits	<input type="checkbox"/>		
Security letter	<input type="checkbox"/>	Marair Quote number	.....

I certify that the above information is true and correct. I have read and understand the TERMS AND CONDITIONS OF CARTAGE (attached) of The Marair Trust T/A Marair Freight which form part of, and are intended to be read in conjunction with this Shipper's Letter of Instruction and agree to be bound by these conditions.

I hereby authorise the Agent to arrange dispatch of the consignment as described hereon from point of origin and to prepare and sign any Airway Bill on my behalf. I agree to pay all charges unless otherwise indicated.

**SENDER/SHIPPER (Customer) TO SIGN:** \_\_\_\_\_ **DATE:** \_\_\_\_\_