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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SHIPPER’S LETTER OF INSTRUCTIONS** | | | | | | | | | | | |
| SHIPPER | | | | **B2 , Level 2, 85 Turner Street, Port Melbourne, Victoria 3207**  **ABN: 62 601 199 928** | | | | | | | |
|  | | | |  | | | | | | | |
| CONSIGNEE | | | | MODE OF TRANSPORT | | | | | | | |
|  | | | | Sea Freight  Air Freight  FCL  LCL | | | | | | | |
|  | | | | MARKS & NUMBERS | | | | | | | |
|  | | | |  | | | | | | | |
| NOTIFY PARTY | | | |  | | | | | | | |
|  | | | |  | | | | | | | |
| SHIPMENT Terms (Freight IS prepaid, unless marked otherwise): | | | | | ADDITIONAL REQUIREMENTS | | | | | | |
| EXW – Ex-Work  FOB – Free on Board  FCA – Free Carrier Named  CFR – Cost & Freight  CPT – Cost Paid To | | CIF – Cost, Insurance & Freight  CIP – Carriage & Insurance Paid  DAP – Delivered at Place  **DDP – Delivered Duty Paid** | | | Certificate of Origin | | | | |  | Export Customs Entry |
|  | |  | | | DOCUMENTS CONDITIONS | | | | | | |
|  | |  | | | Originals Required  Release to Shipper  Forward to Consignee  Express B/L  TLX Release | | | | | | |
| Customer Order Information | | | | | | | | | | | |
| Customer Order No. | **# of Packages** | | **Weight Kgs** | **Dimensions L x W x H** | | | Nature of Goods / Commodity | | | | |
|  |  | |  |  |  |  |  | | | | |
|  |  | |  |  |  |  |  | | | | |
|  |  | |  |  |  |  |  | | | | |
| **Grand Total** |  | |  |  |  |  |  | | | | |
| Declared value for customs | | | currency | country of origin | | | | | “ORION SHIPPING” to insure | | |
|  | | |  |  | | | | | Yes (if this is not ticked, shipment will not be insured ) | | |
| 1. Shipper hereby authorizes Orion Shipping Pty Limited to complete Bill of Lading / Airway Bill, sign same, and prepare all other documentation necessary in connection with dispatch and delivery of cargo on behalf of shipper in accordance with conditions of contract.   2. Shipper herby certifies that the goods (or part thereof) mentioned are:  Non-Hazardous  Hazardous  If Hazardous  UN No.:       IMCO No.: | | | | **SPECIAL INSTRUCTIONS (if any)** | | | | | | | |
|  | | | | Origin Port : | | | | Destination Port: | | | |
|  | | | | For hazardous goods only: The shipper hereby certifies that the contents of this consignment are fully and accurately described as in, by proper Shipping Name and are classified, marked, labelled and in proper condition for carriage by Sea or Air according to the current edition of the IATA & Dangerous Goods Regulations and all applicable carrier and government regulations.  Enclosed is a legally signed Shipper’s Declaration for Dangerous Goods. | | | | | | | |
| Shipper Signature / Name :  Date:  Telephone Number: | | | | **Attached Documents:**  Commercial Invoice  L/C Copy  Packing list   Others (please specify) | | | | | | | |
| ***"All transactions are subject to the Company's Standard Trading Conditions (copies available on request from the Company, or as set out on the reverse hereof or in our web site) and which, in certain cases, exclude or limit the Company's liability and include certain indemnities benefiting the Company"*** | | | | | | | | | | | |