



## SHIPPER'S LETTER OF INSTRUCTION

SHIPMENT INFORMATION:																											
<b>SHIPPER:</b> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <b>CONSIGNEE:</b> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> PHONE: <input style="width: 80%;" type="text"/> EMAIL: <input style="width: 80%;" type="text"/> <b>PICK UP FROM (if different from SHIPPER above):</b> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/>  PORT OF LOADING: <input style="width: 80%;" type="text"/> PORT OF DISCHARGE: <input style="width: 80%;" type="text"/> FINAL DESTINATION: <input style="width: 80%;" type="text"/>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; vertical-align: top;"> <b>TRANSPORT MODE:</b>            (TICK ONE)         </td> <td style="text-align: center; vertical-align: top;">           SEA             or             AIR         </td> <td style="text-align: center; vertical-align: top;"> <b>FCL</b>  <b>LCL</b>  <b>AIR</b> </td> <td style="width: 10%; text-align: center;"> <input style="width: 100%; height: 15px;" type="text"/>  <input style="width: 100%; height: 15px;" type="text"/>  <input style="width: 100%; height: 15px;" type="text"/> </td> </tr> </table> <b>NOTIFY PARTY (if different from cnee):</b> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> PHONE: <input style="width: 80%;" type="text"/> EMAIL: <input style="width: 80%;" type="text"/>  <b>TERMS OF SHIPMENT (INCOTERM):</b> (TICK ONE) <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="text-align: center; width: 15%;">EXW</td> <td style="text-align: center; width: 15%;">FOB</td> <td style="text-align: center; width: 15%;">CFR</td> <td style="text-align: center; width: 15%;">DAP</td> <td style="text-align: center; width: 15%;">DDP</td> </tr> <tr> <td style="text-align: center;"><input style="width: 100%; height: 15px;" type="text"/></td> <td style="text-align: center;"><input style="width: 100%; height: 15px;" type="text"/></td> <td style="text-align: center;"><input style="width: 100%; height: 15px;" type="text"/></td> <td style="text-align: center;"><input style="width: 100%; height: 15px;" type="text"/></td> <td style="text-align: center;"><input style="width: 100%; height: 15px;" type="text"/></td> </tr> </table> or Other: <input style="width: 80%;" type="text"/>  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">CURRENCY</th> <th style="width: 20%; text-align: center;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>COMM. INVOICE VALUE:</td> <td style="text-align: center;"><input style="width: 80%;" type="text"/></td> <td style="text-align: center;"><input style="width: 80%;" type="text"/></td> </tr> <tr> <td>DECLARED VALUE:</td> <td style="text-align: center;"><input style="width: 80%;" type="text"/></td> <td style="text-align: center;"><input style="width: 80%;" type="text"/></td> </tr> <tr> <td>INSURED VALUE:</td> <td style="text-align: center;"><input style="width: 80%;" type="text"/></td> <td style="text-align: center;"><input style="width: 80%;" type="text"/></td> </tr> </tbody> </table>	<b>TRANSPORT MODE:</b> (TICK ONE)	SEA  or  AIR	<b>FCL</b> <b>LCL</b> <b>AIR</b>	<input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/>	EXW	FOB	CFR	DAP	DDP	<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>		CURRENCY	AMOUNT	COMM. INVOICE VALUE:	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	DECLARED VALUE:	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	INSURED VALUE:	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
<b>TRANSPORT MODE:</b> (TICK ONE)	SEA  or  AIR	<b>FCL</b> <b>LCL</b> <b>AIR</b>	<input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/>																								
EXW	FOB	CFR	DAP	DDP																							
<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>																							
	CURRENCY	AMOUNT																									
COMM. INVOICE VALUE:	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>																									
DECLARED VALUE:	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>																									
INSURED VALUE:	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>																									
CARGO DETAIL:																											
DESCRIPTION OF GOODS: <input style="width: 90%;" type="text"/> <i>(include Container Type if FCL)</i>																											
NO. OF PACKAGES: <input style="width: 50%;" type="text"/>	WEIGHT (KG): <input style="width: 50%;" type="text"/>																										
MARKS / NUMBERS: <input style="width: 90%;" type="text"/>																											
<small>Only approved (ISPM Treated / Plastic) pallets should be used for palletised cargo sent via LCL.</small>																											
HAZARDOUS CARGO DECLARATION (MANDATORY):																											
IS THIS CARGO HAZARDOUS:    YES <input style="width: 50px;" type="text"/> NO <input style="width: 50px;" type="text"/>																											
<small><b>WARNING: HAZARDOUS CARGO IS NOT PERMITTED IN CONSOLIDATED AIR FREIGHT SERVICE. Shipper certifies that the particulars on the face herein are correct and that insofar as any part of the consignment contains Dangerous Goods such part is correctly described by name and is in proper condition for carriage by AIR</b></small>																											
SHIPPER'S INSTRUCTIONS AND SIGNATURE:																											
<b>SPECIAL INSTRUCTIONS / ADDITIONAL COMMENTS:</b> <input style="width: 100%; height: 30px;" type="text"/>  <small>Please ensure that the Shipper's <b>VERIFIED GROSS MASS declaration</b> is completed and submitted to Magellan Logistics prior to lodgement of any sea cargo at wharf terminals or depots.</small>																											
DOCUMENT DISPATCH (Sea Only):    EXPRESS <input style="width: 50px;" type="text"/> or ORIGINAL REQUIRED <input style="width: 50px;" type="text"/>																											
<b>GENERAL INSTRUCTION:</b> You are hereby requested and authorised upon receipt of the consignment described herein to prepare and sign the Air Waybill/Bill of Lading and other necessary documents on our behalf and dispatch the consignment in accordance with your Standard Trading Conditions of Contract.																											
NAME: <input style="width: 80%;" type="text"/>	DATE: <input style="width: 80%;" type="text"/>																										
SIGNATURE: <input style="width: 90%;" type="text"/>																											
<small>Please ensure that the Shipper's <b>VERIFIED GROSS MASS declaration</b> is also completed and submitted to Magellan Logistics prior to lodgement of any sea cargo at wharf terminals or depots (refer page 2 for declaration).</small>																											
<small>NOTE: All business transacted is subject to the Company's Standard Trading Conditions of Contract, which in certain circumstances, exclude the Company's liability and includes indemnities which benefit the Company. A copy of those Standard Trading Conditions of Contract are available upon request.</small>																											

## VERIFIED WEIGHT DECLARATION (VGM)

<b>Weight Calculation:</b>	Method 1 <input type="checkbox"/>	Method 2. <input type="checkbox"/> (Please tick)	
Verified Gross Weight	<input type="text"/>	Kgs	Container# <input type="text"/>
Container Tare Weight	<input type="text"/>	Kgs	A separate Verified Weight Declaration is required for each packed container
Cargo Gross Weight	<input type="text"/>	Kgs	
Date Verified	<input type="text"/>		
Name of Declarant	<input type="text"/>		
Company	<input type="text"/>		ABN: <input type="text"/>
Contact Phone	<input type="text"/>		
Contact Email	<input type="text"/>		
<b>Weight Certificate Details:</b>			
Name of Issuer	<input type="text"/>		
Street	<input type="text"/>		
City	<input type="text"/>		
Country	<input type="text"/>		
Signature of Declarant	<input type="text"/>		
Date of Declaration	<input type="text"/>		

**What mandatory information is required before a container can be processed for receipt and loading?**

1. Verified Gross Mass of the container;
2. The method used to obtain the VGM; and
3. The name and contact details of the shipper or person authorised by the shipper to make the declaration.

Please refer to the new SOLAS - VGM regulations or ask Magellan Logistics for information on the weight declaration compliance, and the two methods that are allowed to be used to ascertain the verified gross mass (VGM).

SOLAS (VGM) compliance is effective from 1 July 2016.