

SHIPPERS FORWARDING INSTRUCTION

Port of Departure PERTH/FREMANTLE		Destination Port		<p style="text-align: center;">Shippers Letter of Instruction:</p> <ol style="list-style-type: none"> 1. Authorises and requests Express-Link International to complete consignment notes and other documents in connection with despatch, carriage and delivery (if applicable) of the goods as agents for and on behalf of the shipper under the Terms & Conditions of Express-Link International. 2. Expressly declare that the particulars furnished by the shipper or its agent are correct, and that the shipper is aware of and accepts Express-Link International terms and conditions including payment terms. 3. Declares that in the event of charges collect being unpaid at destination the shipper will pay all such changes. 4. CERTIFIES THAT THE CONTENTS OF THIS CONSIGNMENT ARE PROPERLY DESCRIBED BY NAME AND ARE CORRECTLY PACKAGED, MARKED AND LABELLED IN GOOD CONDITION FOR CARRIAGE ACCORDING TO THE APPLICABLE DANGEROUS GOODS (AIR OR SEA) REGULATIONS AND TO ALL APPLICABLE CARRIER AND GOVERNMENTAL REGULATIONS. <p>Signature of Shipper _____</p> <p>Printed Name: _____</p> <p>Country of Origin of Goods:</p> <p>If Australian Origin, State of Manufacture:</p>	
Shipper's Name & Address					
Telephone number:					
Consignee's Name and Address					
Notify Party:					
Contact Tel Number at Destination:					
Email address if applicable:					
Declared (FOB) Value for Carriage		Insurance – Do you require Express-Link to supply insurance Insured Value. Write Nil if Declined/Not Required.		If Insurance is requested, the consignment is Insured for the Insurance Value as specified by the shipper on this form. Goods in transit Insurance will only be approved following confirmation of the insured value by Express-Link International to the shipper in writing or by fax prior to shipping.	
\$		\$			
(Currency)		(Currency)			
No of Items	Weight (Kg)	Volume/dims * Length x Width x Height	Description of Goods	Dangerous Goods YES / NO	
PREPAID / COLLECT			DUTY DRAWBACK		
Circle Who pays			DOOR TO DOOR		
AIR			DOOR TO (AIR/SEA PORT)		
SEA			SPECIAL INSTRUCTIONS		

UNLESS OTHERWISE MARKED, SHIPMENT WILL BE PREPAID, TO AIR/SEA PORT ONLY.
 COLLECT SHIPMENTS MUST BE CONFIRMED PRIOR TO SHIPPING. TREATED TIMBER PACKAGING (ISPM15) IS REQUIRED TO SOME COUNTRIES. FOR LATEST INFORMATION VISIT: <http://www.ffa.gov.au>

VOLUMETRIC WEIGHT WILL BE CHARGED IF GREATER THAN GROSS WEIGHT (KGS).
 OCEAN – 1000 Kg = 1 cbm | air 6000cc = 1Kg / 1cbm = 167 Kg.

Instructions For Completion of Shippers Forwarding Instructions

1. Insert Airport or Port of Destination
2. Insert your company name and address and email address in Australia
3. Insert your overseas receivers full details.
4. Insert overseas contact details, contact person, contact Tel number and email address. Failure to do so may result in delays.
5. Sign Declaration and write your name.
6. Insert Country of origin.
7. Declared Value (FOB) This is the value we declare to Australian Customs and may differ from your invoice to customer if you are selling on any terms other than FOB. It is the cost of sale of the goods up until received by Express-Link.
8. Insured Value. Insert value if Insurance required. If left blank no insurance will apply. We recommend you cover for CIF Value plus 10%.
9. Insert total number of items.
10. Insert total weight.
11. Insert dimensions if possible.
12. Insert Description of goods.
13. Circle applicable Dangerous Goods YES/NO.
14. Circle Freight Prepaid if you are paying the freight, Freight Collect if you are not. If left blank charges will be to your account.
15. Circle AIR or SEA as applicable.
16. Circle Door to Door or Door to PORT as applicable.