



SHIPPERS LETTER OF INSTRUCTION

Please complete the fields below, sign & return with a copy of your commercial invoice.

Please note the information provided affects the way we report your cargo to customs and also the way we invoice you.

<input type="checkbox"/> AIR	<input type="checkbox"/> LCL	<input type="checkbox"/> FCL	Verified Gross Mass:	<input type="checkbox"/> Method 1 (Weightbridge)
<input type="checkbox"/> Letter of Credit	<input type="checkbox"/> RMP related goods			<input type="checkbox"/> Method 2 (Shipper to Supply)

SHIPPER:	Shipping Destination:
	Total Packages:
	Weight:
	Dimensions:
	Value & Currency:

Contact Name:	Description of Goods:
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Email Address:	FOR FCL CONTAINERS ONLY
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Phone Number:	CONTAINER NUMBER
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CONSIGNEE:	annette.webb@mainfreight.com	SEAL NUMBER
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Mainfreight Air and Ocean , Auckland	NMBR OF PCS LOADED
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	NET WEIGHT OF GOODS
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FUMIGATION FOR WOOD/WOOD PRODUCTS

For shipments going to Australia, Fiji or USA, please advise if you have used any wood or wood packaging. If you have, your goods will need to be fumigated/stamped as per the IPPC Reg's

<input type="checkbox"/> Goods IPPC Approved	<input type="checkbox"/> Please fumigate
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Contact Name:	
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Email Address:	
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Phone Number:	
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DO YOU REQUIRE INSURANCE? YES <input type="checkbox"/> NO <input type="checkbox"/> Shipment not covered if boxes left blank	COUNTRY OF MANUFACTURE NZ <input type="checkbox"/> OTHER _____ If other, please state country	IS PICKUP REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>
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VALUE OF GOODS: _____	
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CURRENCY: _____	
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BILL OF LADING TYPE (predominantly used for Seafreight) <input type="checkbox"/> Original Bill - you will be responsible for couriering these originals to your cnee so they can obtain cargo <input type="checkbox"/> Waybill - goods can be released to the consignee against an email or fax copy of the Bill of Lading	PURPOSE OF EXPORT <input type="checkbox"/> SOLD <input type="checkbox"/> REPAIR <input type="checkbox"/> OTHER If OTHER box ticked, please state reason for Export Customs Client Code (if not previously provided): _____
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TERMS OF SHIPMENT (please tick the appropriate terms, as this influences our Billing Process)

<input type="checkbox"/> EXW	<input type="checkbox"/> FCA	<input type="checkbox"/> FAS	<input type="checkbox"/> FOB	<input type="checkbox"/> CFR	<input type="checkbox"/> CIF	<input type="checkbox"/> CPT	<input type="checkbox"/> CIP	<input type="checkbox"/> DDP
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<input type="checkbox"/> DAP	<input type="checkbox"/> DAT	For DAP and DAT are you (the shipper) paying the dest customs clearance?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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For DAT or DAP please advise the named place in which you want the cnee to take over possession of the cargo:

Consignee's Door <input type="checkbox"/>	Mainfreight depot at Destination <input type="checkbox"/>	Other (please state) _____
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For Shipments to the USA that Mainfreight are not Customs Clearing, it is the Shippers Responsibility to ensure ISF Filing is completed. Failure to do so will result in fines being issues or your freight not being loaded

ANY SPECIAL INSTRUCTIONS OR HANDLING REQUIREMENTS (include any time restraints if required):

ARE THE GOODS IN THIS SHIPMENT DANGEROUS/HAZARDOUS?

NO <input type="checkbox"/>	YES <input type="checkbox"/>	IF YES, PLEASE ADVISE:	UNNO: <input type="text"/>	CLASS: <input type="text"/>
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The shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains restricted articles, such as is properly described by name and is in proper condition for carriage by air according to the International Air Transportation Association's Restricted Articles Regulations.

DECLARATION

The shipper hereby authorises Mainfreight Air & Ocean to complete the Carriers Airwaybill (for Airfreight) and, prepare all documents necessary in connection with despatch / delivery of cargo on behalf of the shipper in accordance with the conditions of contract which are available upon request

Signature: _____	Date: _____
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MFAO REFERENCE: _____

INFORMATION TO ASSIST IN COMPLETION OF THE SHIPPERS LETTER OF INSTRUCTION

This document is very important in assisting Mainfreight Air & Ocean to arrange your shipment. Most of the fields are self explanatory but some may cause confusion. Clarification of these are as follows:

- Actual Shipper:** Street Address is required
- Actual Consignee:** Street Address, Phone Number & Contact Name is required
- Country of Manufacture/Purpose of Export:** These fields are mandatory - this info is required by NZ customs
- Terms of Shipment:** With the new INCO Terms that were introduced on 1 Jan 2011, we have below a chart showing who is responsible for charges associated with each Term

	EXW	FCA	FAS	FOB	CFR	CIF	CPT	CIP	DAT	DAP	DDP
	Ex-Works	Free Carriers Acceptance	Free Alongside Ship	Free On Board	Cost & Freight	Cost, Insurance & Freight	Carriage Paid to...	Carriage & Insurance Paid To...	Delivered at Named Terminal	Delivered at Named Place	Delivered Duty Paid
Pickup & Delivery	CNEE	SHPR	SHPR	SHPR	SHPR	SHPR	SHPR	SHPR	SHPR	SHPR	SHPR
Export Documents	CNEE	CNEE	SHPR	SHPR	SHPR	SHPR	SHPR	SHPR	SHPR	SHPR	SHPR
Container Loading	CNEE	CNEE	SHPR	SHPR	SHPR	SHPR	SHPR	SHPR	SHPR	SHPR	SHPR
Terminal Fees	CNEE	CNEE	SHPR	SHPR	SHPR	SHPR	SHPR	SHPR	SHPR	SHPR	SHPR
Freight	CNEE	CNEE	CNEE	CNEE	SHPR	SHPR	SHPR	SHPR	SHPR	SHPR	SHPR
Import Documents	CNEE	CNEE	CNEE	CNEE	CNEE	SHPR	SHPR	SHPR	SHPR	SHPR	SHPR
Inland to Terminal	CNEE	CNEE	CNEE	CNEE	CNEE	SHPR	SHPR	SHPR	SHPR	SHPR	SHPR
Container unloading	CNEE	CNEE	CNEE	CNEE	CNEE	SHPR	SHPR	SHPR	SHPR	SHPR	SHPR
Import Handling	CNEE	CNEE	CNEE	CNEE	CNEE	CNEE	CNEE	CNEE	SHPR	SHPR	SHPR
Door Delivery	CNEE	CNEE	CNEE	CNEE	CNEE	CNEE	CNEE	CNEE	ADVISE	SHPR	SHPR
Customs Clearance	CNEE	CNEE	CNEE	CNEE	CNEE	CNEE	CNEE	CNEE	ADVISE	ADVISE	SHPR
Duties & Taxes	CNEE	CNEE	CNEE	CNEE	CNEE	CNEE	CNEE	CNEE	CNEE	CNEE	SHPR

MOST COMMONLY USED TERMS

- EXW** Consignee pays all charges from Shippers factory to their door.
- FOB** Shipper pays costs up to cargo being loaded onboard. Consignee pays all charges from there-on
- CIF/CFR** Shipper pays costs to destination port (including freight). Consignee pays all costs from dest port to their door
- DAP** Shipper pays for all costs from origin factory to Consignee's door - excluding Customs Clearance & Customs Duties & Taxes. The Shipper can nominate themselves to pay clearance, but they must advise Mainfreight of this. We recommend this Term to replace the old DDU Term.
- DAT** Shipper pays for all costs from origin factory to destination terminal (including unpacking / terminal costs etc). The Shipper must advise Mainfreight who is paying for Customs Clearance and who is paying for Cartage to door.
- DDP** Shipper pays for all costs from origin factory to consignee's door - including destination Customs Duties & Taxes



AMERICAS



ASIA



NEW ZEALAND



AUSTRALIA



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