

# U.S. SHIPPER'S LETTER OF INSTRUCTIONS

Date \_\_\_\_\_ Shipper's Reference Number \_\_\_\_\_



a Redwood family company

## Shipper MUST Check Service Requested:

Check One :  Air  Ocean  Ground  
 Check One :  Consolidated  Direct

**When no box is checked, shipment will move Air, Consolidated**

1a. U.S. principal party in interest (USPPI) (Complete name, address & zip code)

1b. USPPI EIN (IRS) NO. or ID NO. 1c. PARTIES TO TRANSACTION  
 Related  Non-Related

2a. ULTIMATE CONSIGNEE (Complete name, address & zip code)

3a. NOTIFY PARTY (Complete name, address & zip code)

AFFIX OR INSERT GDL

WAY BILL NO. HERE:

2b. Consignee Tel #	9. Charge	Collect	PPD	PPD & Add	Third Party
	Inland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3b. Notify Party Tel #	Air/Ocean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Shipper must check INCOTERM and insert named Port/Place:

EXW  FOB  CPT  DAP  
 FCA  CFR  CIP  DDP  
 FAS  CIF  DPU

Named PORT/PLACE:

11. Shipper's CONTACT in case of inability to deliver consignment as assigned:

Name:

Phone:

Email:

4. Dangerous Goods (DG certificate must be attached)  No  Yes  
 5. Perishable / Temperature Controlled  No  Yes  
 6. Maintain Temperature between \_\_\_\_\_ and \_\_\_\_\_  °C  °F  
 7. Routed Export Transaction  No  Yes  
 8. Shipper Requests Insurance  No  Yes \$

(12) Marks, Nos., Kinds of PKgs., & SLAC	(13) Description of Commodities	(14) D/F or M	(15) Schedule B Number	(16) Quantity Schedule B Unit(s)	(17) Shipping Weight (Kilograms)	(18) Value (US Dollars, Omit Cents) (Selling Price / Cost if Unsold)

19. US Export Control CHECK ONE:  
 NLR  Exception  License  
 Lic.# \_\_\_\_\_ Exp Date: \_\_\_\_\_  
 20. Point (State) of Origin or FTZ No. \_\_\_\_\_  
 21. Country of Ultimate Destination: \_\_\_\_\_  
 22. ECCN \_\_\_\_\_  
 (When required)  
 23. Payment Terms:  Open Account  Time Draft\*  Sight Draft\*  
 Letter of Credit\* Bank: \_\_\_\_\_  
 \* Shipper must provide this document to Global Distribution and Logistics LLC

24. SHIPMENT TO ARRIVE BY:  OTHER Carrier \_\_\_\_\_  
 GDL Truck \_\_\_\_\_  
 TRUCK LINE NAME \_\_\_\_\_ RECEIPT (PRO) NUMBER \_\_\_\_\_

DIMENSIONS	25. PIECES	L	W	H	26. SPECIAL INSTRUCTIONS:  27. Document Distribution: Send Originals Send Copies

28. Duly authorized officer or employee: \_\_\_\_\_ The USPPI authorizes the forwarder named above to act as forwarding agent for export control and customs purposes.

29. I certify that all statements and all information contained herein are true and correct. I also understand that Global Distribution and Logistics will file the Shipper's Export Declaration (SED) electronically with the proper authorities on our behalf. I understand that civil and criminal penalties, including forfeiture and sale, may be imposed for making false or fraudulent statements herein, failing to provide the requested information or for violation of U.S. Laws upon exportation (13 U.S.C. Sec. 305; 22 U.S.C. Sec. 401; 18 U.S.C. Sec. 1001; 50 U.S.C. App. 2410). Global Distribution and Logistics will provide the exporter with a hard copy of the SED upon request and payment of a mutually agreed upon processing fee.

For Air Freight shipments: In Accordance with the regulations issued by the Department of Homeland Security and the Transportation Security Administration, I am hereby consenting to the screening of this shipment through TSA approved screening methods, including but not limited to physical search.

Signature:	Confidential – For use solely for official purposes authorized by the Secretary of Commerce (13 U.S.C. 3001(g)).	Global Distribution and Logistics: GOODS RECEIVED IN GOOD ORDER
Title:	Export shipments are subject to inspection by U.S. Customs & Border Protection and/or Office of Export Enforcement.	Date: _____ Time: _____
Date:		Signed by: _____

NOTE: The shipper or his Authorized Agent hereby authorizes the above named Company, in his name and on his behalf, to prepare any export documents, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the conditions of carriage and the tariffs of the carriers employed. The shipper guarantees payment of all collect charges in the event the consignee refuses payment. Hereunder the sole responsibility of the Company is to use reasonable care in the selection of carriers, forwarders, agents and others to whom it may entrust the shipment. These commodities, technology or software were exported from the United States in accordance with the export administration regulations. Diversion contrary to U.S. law prohibited.

**This document is issued subject to the terms and conditions of Global Distribution and Logistics LLC which are available at the following website: [www.gdlusa.com](http://www.gdlusa.com)**