**U.S. SHIPPER’S LETTER OF INSTRUCTIONS**

**DHL Global Forwarding**

Air (800) 234-2778 or Ocean (800) 255-6232  
www.dhl-dgf.com

**Shipper MUST Check Service Requested:**

Check one:  
- Air  
- Ocean  
- Ground  

Check one:  
- Consolidated  
- Direct  

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

**AFFIX OR INSERT DHL Global Forwarding**

**WAY BILL NO HERE**

2b. Consignee Tel #  
3b. Notify Party Tel#  

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

- EXW  
- FOB*  
- CPT  
- DAT  
- FAS*  
- CFR*  
- CIF  
- DAP  
- FCA  
- CIF*  
- DDP  
- Other  

*Ocean only

**Non**  
**Incoterms**

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

Name:  
Phone:  
Email:  

- These commodities, technology or software were exported from the United States in accordance with the export administration regulations.  
- The Secretary of Commerce (13 U.S.C. 301(g)).  
- Diversion contrary to U.S. law prohibited.

## Dimensions

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**As Directed by the TSA, all cargo tendered for air transport is subject to inspection.**

**21. Country Of Ultimate Destination**

**22. ECCN**

**23. Payment Terms:**

- Open Account  
- Time Draft*  
- Sight Draft*  
- Letter of Credit*  
- Bank:  
- *Shipper must provide this document to DHL Global Forwarding

**24. SHIPMENT TO ARRIVE BY:**

- DHL Global Forwarding Truck  
- OTHER Carrier .......

**25. Dimensions**

**26. SPECIAL INSTRUCTIONS:**

- Send Originals:  
- Send Copies:

**28. Duly authorized officer or employee:**

**Signatures:**

**Confidential** – For use solely for official purposes authorized by the Secretary of Commerce (13 U.S.C. 301(g)).

**DHL Global Forwarding:**

**GOODS RECEIVED IN APPARENT GOOD ORDER**

**Date:**  
**Time:**  
**Signed in 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, forwards, 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.

To See Terms and Conditions, See “Conditions of Contract” Document