

# U.S. SHIPPER'S LETTER OF INSTRUCTIONS

Date \_\_\_\_\_ Shippers Reference Number \_\_\_\_\_

**DHL Global Forwarding**  
 Air (800) 234-2778 or Ocean (800) 255-6232  
[www.dhl-usa.com](http://www.dhl-usa.com)



1a. U.S. PRINCIPAL PARTY IN INTEREST (USPPI) (15 CFR 30.1(c))(Complete name, address & zip code)

**Shipper MUST Check Service Requested:**  
 Check one:  Air  Ocean  Ground  
 Check one:  Consolidated  Direct  
 When no box is checked, shipment will move Air, Consolidated

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

**AFFIX OR INSERT DHL Global Forwarding**

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

WAY BILL NO HERE

Consignee Type:  Direct Consumer  Government Entity  
 Reseller  Other-Unknown

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"/>

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

10. Shipper must check INCOTERM and insert Named Port/Place:  
 EXW  FOB\*  CPT  DPU  
 FAS\*  CFR\*  CIP  DAP  
 FCA  CIF\*  DDP  Other \*Ocean only Incoterms  
 Named PORT/PLACE: \_\_\_\_\_

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

11. Shipper's CONTACT in case of inability to deliver consignment as assigned:  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

(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)
<b>As Directed by the TSA, all cargo tendered for air transport is subject to inspection.</b>						

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 or EAR99 or USML Category# \_\_\_\_\_

23. Payment Terms:  Open Account  Time Draft\*  Sight Draft\*  
 Letter of Credit\* Bank: \_\_\_\_\_  
 \* Shipper must provide this document to DHL Global Forwarding

24. DDTC Applicant Registration Number: \_\_\_\_\_ 24b.  Check here if there are any remaining non-licensable Schedule B / HTS Numbers that are valued \$2500.00 or less and that do not otherwise require AES filing.

24a. Eligible Party Certification: \_\_\_\_\_

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

28.  Check Box to Authorize DHL Global Forwarding to File Electronic Export Information (EEI): I understand that DHL Global Forwarding or its affiliates will file the Electronic Export Information (EEI) electronically with the proper authorities on our behalf. The USPPI authorizes DHL Global Forwarding Inc. to act as its true and lawful agent for purposes of preparing and filing the Electronic Information ("EEI") in accordance with the laws and regulations of the United States. 15 CFR Part 30

29.  I certify that all statements and all information contained herein are true and correct. 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). DHL Global Forwarding will provide the exporter with a hard copy or other format of the EEI upon request and payment of any applicable processing fee.

Signature: Typed Name: Title: Date:	The Shipper or his Authorized Agent hereby authorizes the above named Company, in his name and on his behalf, to prepare or submit 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.	DHL Global Forwarding: GOODS RECEIVED IN APPARENT GOOD ORDER Date: _____ Time: _____ Signed in by: _____
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NOTE: Export shipments are subject to inspection by U.S. Customs & Border Protection and/or Office of Export Enforcement. To See Terms and Conditions, See "Conditions of Contract" Document