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

**DHL Global Forwarding**

**Air** (800) 234-2778 or **Ocean** (800) 255-6232

www.dhl-usa.com

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**Shipper MUST Check Service Requested:**

Check one: [ ] Air [ ] Ocean [ ] Ground  
Check one: [ ] Consolidated [ ] Direct

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

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**AFFIX OR INSERT DHL Global Forwarding**

**WAY BILL NO HERE**

**2b. Consignee Tel #**  
**9. Charge** Collect PPD PPD & Add Third Party

- Inland
  - [ ]
  - [ ]
  - [ ]

- [ ]

- [ ]

- [ ]

**3b. Notify Party Tel #**

**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

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**24a. Eligible Party Certification:**

**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.

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**26. SPECIAL INSTRUCTIONS:**

**27. Document distribution:**

Send Originals:

Send Copies:

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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

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**Form No. 2020**  
**Revised: 03/2020 V. 04**  
**Page 1 of 1**