

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



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

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

AFFIX OR INSERT DHL Global Forwarding

WAY BILL NO HERE

Consignee Type: ☐ Direct Consumer ☐ Government Entity
☐ Reseller ☐ Other-Unknown

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

2b. Consignee Tel #	9. Charge	Collect	PPD	PPD & Add	Third Party
	Inland	☐	☐	☐	☐
3b. Notify Party Tel#	Air/Ocean	☐	☐	☐	☐
	Handling	☐	☐	☐	☐
	Insurance	☐	☐	☐	☐

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

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:

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

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:

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