



Overseas Transport Systems

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SHIPPER'S LETTER OF INSTRUCTION

SHIPPER'S REFERENCE		MODE OF SHIPMENT? (PLEASE TICK)	
Shipper's Name and Address		Air <input type="checkbox"/>	
		Sea <input type="checkbox"/>	
		WHO IS PAYING? (PLEASE TICK)	
		Shipper	Consignee
		Origin Charges	
		Freight Charges	
		Clearance and Delivery Charges	
CONSIGNEE'S REFERENCE			
Consignee's Name and Address		DO YOU REQUIRE OTS GLOBAL LOGISTICS TO ARRANGE ANY OF THE FOLLOWING ON YOUR BEHALF? (PLEASE TICK)	
		Export Customs Clearance <input type="checkbox"/>	Cartage <input type="checkbox"/>
Notify Party (If different from consignee)		DOES THIS SHIPMENT CONTAIN DANGEROUS GOODS, YES OR NO? (PLEASE TICK)	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		if yes, please send us a completed MO 41 for Sea or a Shipper's Declaration for Air	

VESSEL / AIRCRAFT		

AIRPORT / PORT OF LOADING	AIRPORT / PORT OF DISCHARGE	FINAL DESTINATION

MARKS & NO'S	NO. AND KIND OF PACKAGES	DESCRIPTION OF GOODS	GROSS WGT	TOTAL CBM

CONTAINER NO.	SEAL NO.
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DIMENSIONS (IN CENTIMETERS)

COUNTRY OF ORIGIN.	F.O.B. VALUE.
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We hereby certify that the particulars on the face hereof are correct and you are hereby authorised as our agent to arrange despatch of the consignment as described hereon from point of origin and to prepare and sign your **Bill of Lading** on our behalf in accordance with your **Standard Trading Terms and Conditions. And that insofar** as any part of this consignment contains hazardous goods, such part is properly described by name and is in proper condition for carriage by air according to the International Air Transport Association regulations.

SIGNATURE.	DATE.
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