* Please fill out the below and email to ***exports@sofast.com.au*** along with your Sales Invoice
* SOFAST will reply with a Booking Confirmation, Shipping Labels and an Interim Receipt
* Attach Shipping labels to each piece and attach SLI to the goods in an obvious position

**Shippers Letter of Instruction**

|  |  |
| --- | --- |
| **Consignor/Sender** | **Consignee/Receiver** |
| Company Name |  | Company Name |  |
| Address |  | Address |  |
|  |  |  |  |
|  |  |  |  |
| Contact Name |  | Contact Name |  |
| E-Mail |  | E-Mail |  |
|  |  |  |  |
| **Customer Order No** |  | **Notify Party** |
| **FOB Value** | AUD  | Company Name |  |
| **Freight Payable by** | Consignor / Consignee | Contact Name |  |
| **B/L Requirement** | Original / Express Release | E-Mail |  |
| **Insurance Required** | Yes / No – Value: | Phone |  |
| **LOAD PORT** | **BRISBANE** | **DISCHARGE PORT** |  |

|  |  |
| --- | --- |
| **Goods Description**  | \* |
|  |  |  |  |  |  |  |
| **# of Packages** | **Type** | **Weight (kg)** | **Volume (m3)** | **Length (m)** | **Width (m)** | **Height (m)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **HAZARDOUS CARGO** | YES / No | It is the Shippers responsibility to declare all cargo of a hazardous nature and supply statutory documentation where applicable. |
| UN | Class No | Kg | m3 |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Is Pick Up Required** | YES / No | **DELIVER TO** |
| Company Name |  | **SIFA AUSTRALIA2/40 YARRAMAN PLACEVIRGINIA, QLD 4014****HOURS: 8:00AM – 4:00 PM (MON-FRI)** |
| Pick up address |  |
|  |  |
|  |  |
|  |  |
| Open Hours |  | ACCEPTED by the company from the Shipper in apparent good order and condition (unless otherwise noted herein) the total number of containers or other packages or units indicated herein \* stated by the shipper to comprise the cargo specified herein, for transportation subject to all the terms hereof (INCLUDING THE TERMS ON THE REVERSE HEREOF AND THE COMPANY’S STANDARD TRADING CONDITIONS AVAILABLE ON REQUEST). |
| Contact Name |  |
| Phone Number |  |
| Reference Number |  |

|  |
| --- |
| Goods consigned for the following in accordance with Standard Trading Conditions (revised ’98), copies of which are available on request. We certify that no prohibited materials have been used in the packaging of the above goods. |
| **SIGNATURE OF SHIPPER** | **DATE** |  |