



 **Tel: 646-512 3928**
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SHIPMENT WORK SHEET

1. HOW CAN WE SERVE YOU TODAY:

☐ LETTER OF CREDIT PROCESSING ☐ SIGHT DRAFT PRESENTATION ☐ LOCAL CHAMBER ONLY ☐ OTHER

2. DOCUMENTS TO BE ENCLOSED:

☐ COMMERCIAL INVOICE ☐ PACKING LIST ☐ CERTIFICATE OF ORIGIN ☐ LETTER OF CREDIT
☐ OTHER _____

3. PLEASE FILL OUT THE ENTIRE SECTION

DATE:

YOUR ACCOUNT NUMBER:

FORWARDER:

ADDRESS:

CITY, STATE & ZIP:

FORWARDER'S CONTACT PERSON:

PHONE NUMBER:

E-MAIL:

L/C NUMBER: _____

COMMERCIAL INVOICE# _____

TOTAL PIECES: _____

WEIGHT AND DIMENSIONS OF EACH PIECE: _____

TYPE OF PACKING: _____

**** Please ask Forwarder to send Airway Bill or Ocean Bill of Lading for review on or before shipment date to e-mail: banking@imainnovation.com**