



KTL AUSTRALIA PTY LTD

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 Tullamarine Victoria 3043
 Australia
 Tel : +61 3 9383 9600 Fax: +61 3 9383 9601
 Email: info@ktlaustralia.com Website: www.ktlaustralia.com

SHIPPER'S LETTER OF INSTRUCTION

Shipper's Full Name, Address & ABN: 				Dangerous Goods YES <input type="checkbox"/> NO <input type="checkbox"/> If yes please ensure a signed declaration is attached			
Consignee's Full Name and Address: 				Shipment Method AIR <input type="checkbox"/> AIR COURIER <input type="checkbox"/> LCL SEA <input type="checkbox"/> FCL SEA <input type="checkbox"/>			
Contact: _____ Tel No: _____				Inco Terms - Please nominate EXW <input type="checkbox"/> Consignee pays all charges FOB <input type="checkbox"/> Shipper pays origin charges, Consignee pays Freight CFR / CIF <input type="checkbox"/> Shipper pays origin and freight charges DDU <input type="checkbox"/> Shipper pays all charges to door excluding duty & taxes DDP <input type="checkbox"/> Shipper pays all charges to door including duty & taxes			
Special Handling Instructions / Notify Party: 				Is original Bill of Lading Required ? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Shippers Declared Value Country of Origin: _____ Currency: AUD Amount: \$ _____				Do you require us to arrange pick up? YES <input type="checkbox"/> NO <input type="checkbox"/> Pick up Date: _____ Pick up time: _____ Pick up Address: _____			
Port of Departure _____				Is your packaging plastic or ISPM 15 Compliant? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Port of Destination _____				Shippers Reference Number : _____			
Marks & Nos	No. of Pkgs	Weight/Kg	Dimensions	Description of Goods			
AIRFREIGHT SECURITY WARNING * Airfreight will be subject to security and clearing procedures. *It is illegal to consign unauthorised explosives or incendiary devices as airfreight.				FCL ONLY - SOLAS WEIGHT VERIFICATION - to go via the weighbridge? YES <input type="checkbox"/> NO <input type="checkbox"/> Have you weighed your cargo with your own calibrated equipment ? YES <input type="checkbox"/> NO <input type="checkbox"/>			

1. It is agreed between the Customer and KTL (Australia) Pty Ltd that the person delivering the Goods to the appointed KTL (Australia) depot is authorised to sign this Letter of Instruction on behalf of the Customer.
 2. The Customer hereby authorises KTL (Australia) Pty Ltd to complete a Bill of Lading or an Airwaybill and all other necessary documentation required for carriage & delivery as instructed by the Customer in this Letter of Instruction.
 3. The Customer :
 a. Hereby warrants the correctness of the particulars shown hereon and indemnifies KTL (Australia) Pty Ltd in the event of any mis-declarations
 4. The Customer hereby acknowledges that if KTL (Australia) Pty Ltd perform or arrange for the performance of any surface transport of the Goods prior to preparation and completion of a Bill of Lading or an Airwaybill on their behalf, such surface transport shall be performed solely under the terms of KTL (Australia) Pty Ltd Conditions of Contract,
 5. The Customer hereby warrants that in so far as any part of the Goods containing wood or wood packaging, that the referred wood product has been correctly treated and labelled to conform to the requirements of the receiving countries regulations, furthermore the Customer hereby indemnifies KTL (Australia) Pty Ltd against any costs incurred due to any such non-conformance
 KTL (Australia) Pty Ltd are hereby authorised upon receipt of the shipment described in this Letter of Instruction to perform carriage and complete Bill of Lading or Airwaybill on behalf of the customer, in accordance with Clemenger Conditions of Contract. The Customer further undertakes to pay any charges applicable to the account of the cargo that cannot be collected from the consignee.

SIGNATURE OF CUSTOMER OR AGENT **DATE**.....