

Shipper's Letter of Instruction



Shipper				Consignee			
Name:				Name:			
Address:				Address:			
State:		Postcode:		State:		Postcode:	
Country:				Country:			
Contact Name:				Contact Name:			
Tel./Mob.:				Tel./Mob.:			
Email:				Email:			
Service(s) Required				Special Information			
Pack & Label Shipment		<input type="checkbox"/>					
Prepare Dangerous Goods paperwork		<input type="checkbox"/>					
Organise pick up from Shipper		<input type="checkbox"/>					
Organise transport to Consignee		<input type="checkbox"/>					
Organise Customs clearance destination		<input type="checkbox"/>					
Purchase of packaging supplies		<input type="checkbox"/>		Mode of Transport			
Dangerous Goods Training		<input type="checkbox"/>		Air		<input type="checkbox"/>	
Dangerous Goods Consultancy		<input type="checkbox"/>		Sea		<input type="checkbox"/>	
				Road		<input type="checkbox"/>	
Origin / Port		Destination / Port		AWB# / Vessel / Voyage			
Description of Goods		Pieces	Gross Weight	DG	Dimensions L-W-H		
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
<i>For all Dangerous Goods (DG) a MSDS must be supplied</i>							
Shipment Charges Payment							
FOB	Shipper	<input type="checkbox"/>	Consignee	<input type="checkbox"/>	Please note that if Shipment Charges Payment has not been completed, charges will be charged to your account.		
Freight	Shipper	<input type="checkbox"/>	Consignee	<input type="checkbox"/>			
Destination	Shipper	<input type="checkbox"/>	Consignee	<input type="checkbox"/>			
<i>Payment terms are COD, unless otherwise agreed in writing with DGM Australia</i>							
<i>The shipper certifies that the information given in this document are correct. The Shipper agrees to pay all the collect charges in the event of the consignee refusing payment. By signing this document you and your company acknowledge you have read and agreed to DGM Australia's standard terms and conditions as available on the website www.dgm-australia.com.au</i>							
Signature of Shipper:							
Printed Name:							
Company Name:							
Date:							