



SHIPPER'S LETTER OF INSTRUCTION AIR FREIGHT

SHIPPER / CONSIGNOR DETAILS

Company Name:

Address:

Contact name:

Phone number:

Email:

RECEIVER / CONSIGNEE DETAILS

Company Name:

Address:

Contact name:

Phone number:

Email:

NOTIFY PARTY IF APPLICABLE

Insert details of consignee's agent or notify party if required

EORI NUMBER

This is mandatory for customs clearance in the EU. If you don't have a number or are unsure, leave it blank and let us know.

AIRPORT OF DEPARTURE

AIRPORT OF DESTINATION

COLLECTION INSTRUCTIONS

Insert opening hours, specific vehicle requirements or collection restrictions.

DELIVERY INSTRUCTIONS

Please state if any destination requirements are to be performed by International Cargo Express.

IS CARGO HAZARDOUS?

YES

NO

If yes, has MSDS been supplied ?

YES

NO

HAVE YOU INSURED YOUR CARGO?

YES

NO

If no, cargo is shipped at shipper's risk. Speak to ICE about options for insurance if needed.

HAS COMMERCIAL INVOICE BEEN ATTACHED?

YES

NO

IS CERTIFICATE OF ORIGIN REQUIRED?

YES

NO

SHIPPER’S REFERENCE

Insert PO or Order Number if required.

INCOTERM

Choose option.

CHARGES PAYABLE BY SHIPPER:

Origin Charges

Freight Charges

Duties and GST on arrival at destination

Other Destination Charges

VALUE OF GOODS FOR CUSTOMS, INCLUDING
CURRENCY OF COMMERCIAL INVOICE

DOES ANY OF THE COMMERCIAL VALUE
INCLUDE FREIGHT AND/ OR LOCAL CHARGES?

YES

NO

IF YES, PLEASE STATE THE VALUE BELOW:

DETAILS OF SHIPMENT

Number of Packages

Total Weight

Dimensions
Length x Width x Height (cm)

Description of Goods

The shipper hereby declares that these particulars are correct and that they are aware of and accept the International Cargo Express Pty Ltd Standard Trading Conditions 2025.

Goods received in apparent good order for forwarding in accordance with the terms, conditions and exceptions contained in the signed air way bill. If payment method is not indicated above, all charges will be automatically prepaid to the shipper’s account. All shipments are arranged as a freight forwarder.

Signed by:

Date: