



SHIPPER'S LETTER OF INSTRUCTION SEA 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.

PORT OF LOADING

PORT 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 & MO41 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

WHICH METHOD HAVE YOU USED TO ACCURATELY DECLARE YOUR CARGO WEIGHT?

VGM Method One – I would like ICE to take my cargo over a weighbridge to confirm the accurate weight.

VGM Method Two – I have accurately weighed and declared all my cargo weight and added the container weight to my VGM declaration.

WHICH PROCESS IS MORE APPROPRIATE FOR RELEASING YOUR CARGO?

Original Bills – I require a physical copy of the bills of lading and will send these on to my buyer once payment has been received

Express Release – I do not require a physical copy of the bills of lading and give ICE permission to release my cargo to the buyer

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 inc. packaging

Dimensions
Length x Width x Height (cm)

FCL Shipment Details (FCL Shipments)

Container Number:

Seal Number:

Container Tare (kg):
As per the plaque on the door of container

Contents Weight (kg):
Must include all cargo and packaging materials

Gross Weight (kg):
Container contents plus container tare

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: