


SHIPPER'S LETTER OF INSTRUCTIONS

Date:

Quote#

1. U.S. PRINCIPLE PARTY IN INTEREST (Name and address including zip code)		 15350 Vickery Drive Houston, TX 77032 USA FMC NO. 021430F	
ZIP CODE			
2. USPP I EIN (IRS) NO. OR ID NO.	3. PARTIES TO TRANSACTION <input type="checkbox"/> RELATED <input type="checkbox"/> NON-RELATED		
4. INTERMEDIATE CONSIGNEE (Complete name and address)			
5. CONSIGNEE TYPE <input type="checkbox"/> DIRECT CONSUMER <input type="checkbox"/> RESELLER <input type="checkbox"/> GOVERNMENT ENTITY <input type="checkbox"/> OTHER/UNKNOWN		13. INSURANCE	
6. ULTIMATE CONSIGNEE (Complete name and address)		14. DECLARED VALUE FOR CARRIAGE \$	
7. SHIPPER REF. #		15. SHIPPER MUST CHECK INTERNATIONAL SERVICE REQUESTED: AIR NOW <input type="checkbox"/> VALUE <input type="checkbox"/> PREMIUM <input type="checkbox"/> DIRECT IATA <input type="checkbox"/> OCEAN FCL <input type="checkbox"/> PYRAMID LINES <input type="checkbox"/> LCL <input type="checkbox"/> SHIPPER/CARRIER CONTRACT # _____	
8. CONSIGNEE PO#		16. TERMS OF FREIGHT PAYMENT AT LOCATION _____ GBL _____ INCOTERMS® 2020 Rules for Any Mode or Modes of Transport: <input type="checkbox"/> EXW (Ex Works) <input type="checkbox"/> DAP (Delivered at Place) <input type="checkbox"/> FCA (Free Carrier) <input type="checkbox"/> DPU (Delivered at Place Unloaded) <input type="checkbox"/> CPT (Carriage Paid To) <input type="checkbox"/> DDP (Delivered Duty Paid) <input type="checkbox"/> CIP (Carriage and Insurance Paid To)	
9. POINT (STATE) OF ORIGIN OR FTZ. NO.		INCOTERMS® 2020 Rules for Sea and Inland Waterway Transport: <input type="checkbox"/> FAS (Free Alongside Ship) <input type="checkbox"/> CFR (Cost and Freight) <input type="checkbox"/> FOB (Free on Board) <input type="checkbox"/> CIF (Cost Insurance and Freight)	
10. COUNTRY OF ULTIMATE DESTINATION		If shipper has requested insurance, the shipment will be insured in the amount indicated (recovery is limited to actual loss). If no value is indicated, the shipment will not be insured.	
11. IN BOND NUMBER		These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law is prohibited.	
12. ROUTED EXPORT TRANSACTION <input type="checkbox"/> YES <input type="checkbox"/> NO		17. SPECIAL INSTRUCTIONS	
18. D/F		19. SCHEDULE B NUMBER (Description)	
20. QUANTITY - SCHEDULE B UNIT (\$)		21. SHIPPING WEIGHT (kilograms)	
22. VALUE (U.S. dollar, omit cents)		23. PIECES & DIMENSIONS (L x W x H in inches)	
24. DOCUMENTS ATTACHED <input type="checkbox"/> COMMERCIAL INVOICE <input type="checkbox"/> CERTIFICATE OF ORIGIN <input type="checkbox"/> EXPORT LICENSE <input type="checkbox"/> LETTER OF CREDIT <input type="checkbox"/> DG DECLARATION <input type="checkbox"/> GBL _____ <input type="checkbox"/> OTHER _____ <input type="checkbox"/> OTHER _____		25. TO BE PREPARED <input type="checkbox"/> PROFORMA INVOICE <input type="checkbox"/> CERTIFICATE OF ORIGIN <input type="checkbox"/> EXPORT LICENSE <input type="checkbox"/> INSURANCE CERTIFICATE <input type="checkbox"/> SIGHT DRAFT <input type="checkbox"/> OTHER _____ <input type="checkbox"/> OTHER _____ <input type="checkbox"/> OTHER _____	
26. LICENSE NO./LICENSE EXCEPTION SYMBOL/AUTHORIZATION		27. ECCN (When required)	
28. DULY AUTHORIZED OFFICER OR EMPLOYEE		29. I certify that all statements made and all information contained herein are true and correct. I understand that civil and criminal penalties, including forfeiture and sale, may be imposed for making false or fraudulent statements herein, failing to provide the requested information or for violation of U.S. laws on exportation (13 U.S.C. Sec. 401; 18 U.S.C. Sec 1001; 50 U.S.C. App 2410).	
30. SIGNATURE		31. TITLE	
32. DATE		33. INITIAL APPLICABLE BOX BELOW <input type="checkbox"/> THIS SHIPMENT DOES NOT CONTAIN DANGEROUS GOODS <input type="checkbox"/> THIS SHIPMENT DOES CONTAIN DANGEROUS GOODS AS PER ATTACHED SHIPPER'S DECLARATION	
34. I certify that this shipment does not contain any unauthorized explosive or destructive devices. I am aware that this shipment is subject to appropriate aviation security controls and other relevant governmental regulations. I am aware that this endorsement and original signature, along with other shipping documents, will be retained on file until the shipment is delivered. FOR SHIPMENTS REQUIRING PERSONAL IDENTIFICATION (Unknown Shipper) Two pieces of personal I.D. REQUIRED – one must be officially issued with photo.		35. GOODS RECEIVED IN APPARENT GOOD ORDER AT: <input type="checkbox"/> SHIPPER DOOR <input type="checkbox"/> CEVA DOOR <input type="checkbox"/> OTHER CARRIER DOOR TRK LINE _____ CARRIER PRO # _____ DRIVER AGENT/VEHICLE # _____ SIGN FOR BY _____ TIME _____ DATE _____	

The above named Shipper upon execution of this Shipper's Letter of Instruction accepts the governing CEVA Logistics Terms and Conditions. The CL Terms and Conditions can be obtained at www.cevalogistics.com or your local CEVA office.

MARGINAL WORDS