Dear LocationContact,

We hereby request you to deliver total quantity of the consignment given in attached WDI (Warehouse Delivery Instruction in PDF format) to the provided company/representative that the details are given. Please make sure your team will pay attention to all the instructions and additional requirements given in the WDI.

As a quick reference some basic info is provided below, however for more details please print the attached WDI for your operation team.

WDI No.:                            WDINo

SO No.:                               OrderNo

Deliver to:                          Shipping\_Agent\_Name

Date/Time:                        CollectionDate Collection\_Time

Logistic Instructor:           UserId

LogisiticsInstructorMobileNo

LogisiticsInstructormail

Note:

1. We already provided SDS (Safety Data Sheet) of all our products to your team. Please make sure your team carefully read and understand all terms and conditions given is SDS of the products before they start the operation.
2. Please make sure all the batch numbers will be delivered correctly.
3. Any changes in delivery instruction, will be only given by automatically generated email from [tech@kemipex.com](mailto:tech@kemipex.com) or from logistic supervisor email LogisiticsInstructormail Please disregard any other requests and report it to Kemipex management.
4. In case of any problem in quantity, batch numbers, packing, etc., immediately report the same to the logistic coordinator whose name is given above to take appropriate action.
5. For all loading operation, make sure you upload following pictures into the system:
   1. Empty trucks/FCLs showing the plate/registration number
   2. Halfway loaded trucks/FCLs
   3. Fully loaded and strapped trucks/FCLs
   4. Seal numbers installed on trucks/FCLs

Appreciate your kind cooperation.