

U.S. SHIPPER'S LETTER OF INSTRUCTIONS

Date _____ Shippers Reference Number _____

Sky2C Freight Systems, Inc.
Phone: 1-800-353-5128 | Fax: 1-800-353-5132
www.sky2c.com



1a. U.S. PRINCIPAL PARTY IN INTEREST (USPPI) (Complete name, address & zip code)

1b. USPPI EIN (IRS) NO. or ID NO. _____ 1c. PARTIES TO TRANSACTION _____

2a. ULTIMATE CONSIGNEE (Complete name, address & zip code)

3a. NOTIFY PARTY (Complete name, address & zip code)

4. Dangerous Goods (DG certificate must be attached) ☐ No ☐ Yes

5. Perishable / Temperature Controlled ☐ No ☐ Yes

6. Maintain Temperature Between ____° and ____° ☐ C° ☐ F°

7. Routed Export Transaction ☐ No ☐ Yes

8. Shipper Requests Insurance ☐ No ☐ Yes \$ _____

Shipper MUST Check Service Requested:

Check one: ☐ Air ☐ Ocean ☐ Ground

Check one: ☐ Consolidated ☐ Directed

When no box is checked, shipment will move Air, Consolidated

AFFIX OR INSERT

Sky2C Freight Systems, Inc.

WAY BILL NO HERE

2b. Consignee Tel #	9. Charge	Collect	PPD	PPD & Add	Third Party
	Inland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3b. Notify Party Tel #	Air/Ocean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Shipper must check INCOTERM and insert Named Port/Place:

☐ EXW ☐ FOB* ☐ CPT ☐ DAT
☐ FAS* ☐ CFR* ☐ CIP ☐ DAP
☐ FCA ☐ CIF* ☐ DDP ☐ Other * Ocean only Incoterms

Named PORT/PLACE:

11. Shipper's CONTACT in case of inability to deliver consignment as assigned:

Name:

Phone:

Email:

(12) Marks, Nos., Kinds Of Pkgs, & SLAC	(13) Description of Commodities	(14) D/F OR M	(15) Schedule B Number	(16) Quantity Schedule B Unit(s)	(17) Shipping Weight (Kilograms)	(18) Value (US Dollars, Omit Cents) (Selling Price / Cost If Unsold)
As directed by the TSA, all cargo tendered for air transport is subject to inspection.						

19. US Export Control CHECK ONE:
☐ NLR ☐ Exception ☐ License
Lic.# _____ Exp Date _____

20. Point (State) Of Origin Or FTZ No. _____

21. Country Of Ultimate Destination: _____

22. ECCN

(When required)

23. Payment Terms: ☐ Open Account ☐ Time Draft* ☐ Sight Draft*

☐ Letter of Credit* Bank: _____

* Shipper must provide this document to Sky2C Freight Systems, Inc.

24. SHIPMENT TO ARRIVE BY: ☐ OTHER Carrier

☐ Sky2C Freight Forwarding Truck

TRUCK LINE NAME _____

RECEIPT (PRO) NUMBER _____

25. DIMENSIONS

PIECES	L	W	H

26. SPECIAL INSTRUCTIONS:

27. Document distribution:

Send Originals: _____

Send Copies: _____

28. Duly authorized officer or employee:

The USPPI authorizes the forwarder named above to act as forwarding agent for export control and customs purposes.

29. I certify that all statements and all information contained herein are true and correct. I also understand that Sky2C Freight Systems, Inc. will file the Shipper's Export Declaration (SED) electronically with the proper authorities on our behalf. 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 upon exportation (13 U.S.C. Sec. 305; 22 U.S.C. Sec. 401; 18 U.S.C. Sec. 1001; 50 U.S.C. App. 2410). Sky2C Freight Systems, Inc. will provide the exporter with a hard copy of the SED upon request and payment of a mutually agreed upon processing fee.

Signature: _____	Confidential – For use solely for official purposes authorized by the Secretary of Commerce (13 U.S.C. 301(g)).	Sky2C Freight Systems, Inc.
Title: _____	Export shipments are subject to inspection by U.S. Customs & Border Protection and/or Office of Export	GOODS RECEIVED IN APPARENT GOOD ORDER
Date: _____		Date: _____ Time: _____
		Signed in _____

NOTE: The Shipper or his Authorized Agent hereby authorizes the above named Company, in his name and on his behalf, to prepare any export documents, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the conditions of carriage and the tariffs of the carriers employed. The shipper guarantees payment of all collect charges in the event the consignee refuses payment. Hereunder the sole responsibility of the Company is to use reasonable care in the selection of carriers, forwarders, agents and others to whom it may entrust the shipment. These commodities, technology or software were exported from the United States in accordance with the export administration regulations. Diversion contrary to U.S. law prohibited.

To See Terms and Conditions, See "Conditions of Contract" Document