



# Shipper's Letter of Instruction .v2

## Shipper - Person or Company Tendering Freight

Name: \_\_\_\_\_ Phone:( ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Email: \_\_\_\_\_ Airport of Departure: \_\_\_\_\_

## Consignee - Person or Company Receiving Freight

Name: \_\_\_\_\_ Phone:( ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Email: \_\_\_\_\_ Airport of Arrival: \_\_\_\_\_

## Freight Service - Shipment will be transported/billed based on "Freight Service" selection.

1. \_\_\_ Express Air Service (GCX)    2. \_\_\_ Regular Air Service(STD)    3. \_\_\_ Small Package Service(SPS)  
4. \_\_\_ Ocean Freight Service

## Payment Information - How are you paying for the freight charges? (Check One Only)

Check     Credit Card     Freight Prepaid     Freight Collect     On Account, Acct # \_\_\_\_\_

Declare value of shipment for carrier: \$ \_\_\_\_\_ Declare value of shipment for U.S. Customs: U.S.\$ \_\_\_\_\_

Would you like to insure this shipment: Yes \_\_\_ No \_\_\_ Yes, Amount: \$ \_\_\_\_\_ If denied Initial here: \_\_\_\_\_

Do you have an Air Way Bill Number, Air Cargo Reservation Number or Ocean Booking Number Yes \_\_\_ No \_\_\_  
List Number: \_\_\_\_\_

Are you consolidating this shipment with other freight you have already at Amerijet (this location)? Yes \_\_\_ No \_\_\_

## Description of the Freight

Quantity	Brief Description	Measurements (inch)			Weight
		Length	Width	Height	
Total:					

*If more space for dimensions is needed, please use the back of the paper.*

Refrigeration Required? Yes \_\_\_ No \_\_\_ Do you have a commercial invoice? Yes \_\_\_ No \_\_\_

Is the freight Hazardous Material? (Example: Paint, Hair Spray, Nail Polish)? Yes \_\_\_ No \_\_\_

**By signing this form I/we hereby consent to screening this shipment as per Transportation Security Administration (TSA) requirements.**

Special Instructions: \_\_\_\_\_

## PLEASE FILL OUT THIS FORM COMPLETELY!

Shipment, the contents of which are liable to deteriorate or perish due to change in the climate, temperature, altitude or other ordinary exposure, or because of length of time in transit, will be accepted without responsibility on the part of iTN Worldwide for loss or damage due to such deterioration or perishability. Dimensions are subject to iTN Worldwide verification.

The shipper/exporter hereby authorizes iTN Worldwide to act as authorized agent for export control, U.S. Customs and Census Bureau purposes. The shipper further warrants this shipment is exempt from EEI filing under 15 CFR Sec. 30.38 and the commodities listed are NLR (No License Required) for export.

Signature Required \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Fax: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Website: <http://www.itnworldwide.com>