

1 For Air Shipments only: Are you part of the Transport Canada Security Program? Yes! What is your PROGRAM #: No.
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SHIPPER'S LETTER OF INSTRUCTION

You are hereby requested and authorized upon receipt of the consignment described herein to prepare and sign the Air Waybill / Bill of Lading and other necessary documents on our behalf and dispatch the consignment in accordance with your Conditions of Contract.

****All business undertaking are subject to CIFFA Standard Trading Conditions, a copy of which is available upon request ****

2 Mode of transport: **Air** **Ocean** **Ground/Truck**

3 SHIPPER (Name, Address, Contact Number)	4 CONSIGNEE (Name, Address, Contact Number)

5 Number of Packages	6 Package Type <small>(Box, Skid, Crate, Drum, Other)</small>	7 General Description of Goods	8 Gross Weight LB KG	9 Measurements IN CM

10 Shipping Charges: PREPAID COLLECT	11 Origin Charges (ie Packaging, Trucking) PREPAID COLLECT	12 INCOTERMS® 2020 CHART
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13 Insurance Required? Yes No Amount: USD CAD	Is This Shipment Dangerous Good?	Yes	No	14
	Does This Shipment Contain Hazardous Materials?	Yes	No	15
	Does This Shipment Contain Lithium Batteries?	Yes	No	16
	If yes, provide dangerous goods declaration.			

17 Does your shipment require export declaration (CERS)? <small>Canadian Export Reporting System (CERS) is a mandatory declaration for all exports (EXCEPT goods going to the United States or valued less than CAD \$2,000.00)</small>	Yes, answer the following -> No	will you be submitting the declaration yourself?	No, I need help Yes Not applicable
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HANDLING INFORMATION: PLEASE PICK-UP WILL DROP OFF

18 Pick up Address:	19 Contact Phone:	20 PO / JOB#
	21 Remarks:	22 Shipper's Invoice#

23 DOCUMENTS INCLUDED:

Commercial Invoice	Packing list	Certificate of Origin	Other: _____
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DATE AND SIGNATURE OF SHIPPER:

24 NAME: _____ **25** SIGNATURE: _____ **26** DATE: _____

I certify that all statements made and all information contained herein are true and correct and that I have read and understand the instructions for preparation of this Shipper's Letter of Instruction (SLI). The SLI is part of the Security Regulation by Transport Canada and Airlines to confirm actual shipping instructions. It is requested to complete this document for every shipment processed. It can be SIGNED ELETRONICALLY AND SAVED to be used for all your future bookings with us. **Pay close attention to the CARGO INSURANCE section on the form. Please advise and state if insurance is needed for your cargo.**

Click on SUBMIT FORM button after signing it.

**SHIPPER'S LETTER
OF INSTRUCTION****Reference and Instructions:**

1. If you are a Transport Canada Registered Participant please mark "YES" and add your program #
2. Choose the mode of transport
3. Shipper/Exporter name and address (same as the invoice)
4. Consignee/Importer name and address (same as the invoice)
5. Number of packages per type.
6. Type of packaging to be shipped (boxes/skids/crates/Drums)
7. General Description of Goods
8. Gross Weight in kgs or Pounds, please choose metric system.
9. Dims/CBM in CM or IN
10. Is the freight prepaid or collect?
11. Origin charges, collection and handling fees, Prepaid or Collect
12. Incoterms (chose the appropriate one(DROP DOWN MENU HERE)
13. Insurance – advise if necessary and the value to be insured
14. Dangerous goods?
15. Does the shipment contain hazardous materials?
16. Does the shipment have Lithium Batteries
17. Canadian Export Reporting System (CERS) is a fully electronic mandatory declaration for all exports (EXCEPT goods going to the United States or valued less than \$2,000.00 CAD)
18. If MELLOHAWK is collecting the goods, please confirm pickup address.
19. Contact Information. Name of the person at the pickup location.
20. JOB or PO # as a reference information for the pickup.
21. Remarks: Special notice reference about the cargo
22. Invoice #: Commercial Invoice to be added in the shipment.
23. Documents included on this request. Select documents provided.
24. Name of the shipper who is requesting the shipment.
25. Signature of the person who is requesting the shipment.
26. Date of the signature.
27. Submit the signed document via email by clicking on **SUBMIT FORM**