

AGENT'S LETTER OF INSTRUCTIONS

Please be sure to complete all information, except shaded blue section



**ALPHA
COMMERCE
INTERNATIONAL INC.**

Le commerce international en toute paix d'esprit.
Your international trade with peace of mind.

475 Dumont Ave., Suite # 203
Tel: 514-633-8148 Fax: 514-633-0798
alexis@alphacommerce.ca

Agent / Forwarder to be invoiced:

Address:

Attention:

Tel:

Fax:

Agent Reference number:

PLEASE CHECK APPLICABLE

Collect:	<input type="checkbox"/>	Air	<input type="checkbox"/>	Transport Terms: -	
Prepaid:	<input type="checkbox"/>	Ocean	<input type="checkbox"/>	Door to Door:	Door to Airport / Port :
C.O.D	<input type="checkbox"/>	Truck	<input type="checkbox"/>	* Deliver DDU	*Deliver DDP

Currency: _____ Amount: _____ *Deliver Duties Taxes Unpaid / Paid

Shipper's instructions in case of inability to deliver consignment as assigned:-

Abandon: Return to shipper:

Exporter:	Consignee:
Tel:	Tel:
Contact Name:	Contact Name:
Point of Origin	Country of Destination
Exporter No.:	Notify:
Parties To Transaction:	Related <input type="checkbox"/> Non-related <input type="checkbox"/>

Please do not fill shaded blue section / For Alpha Commerce use only

Loading Pier/ Terminal	Mode of Transport
Exporting Carrier	Port of Export
Foreign Port of Unloading	Containerized: (OCEAN ONLY)
	Yes: _____ No: _____
Shipper Requests Insurance	Yes: <input type="checkbox"/> Insured Value\$ _____ No: <input type="checkbox"/>

Please check if applicable
 Dangerous goods Class & UN # _____ Non stackable Subject to import/export permit
 Other special instructions for carriage:-

Qty Pkgs	Types of Pkgs	Dimensions IN/CM	Gross Weight	Commodity Description	Currency / Value

These documents are attached to this Shipper's Letter of Instructions:

<input type="checkbox"/> Invoice	<input type="checkbox"/> Certificate of Origin
<input type="checkbox"/> NAFTA	<input type="checkbox"/> L/C Copy
<input type="checkbox"/> Packing List	<input type="checkbox"/> Other-see special instruction

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 of the carriers employed. 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.

Title: _____ Name: _____ Signature: _____
 Company & Address. _____