



SHIPPER'S LETTER OF INSTRUCTION - (FOR AIR FREIGHT ONLY)

Main Office : 6/F., Ever Gain Centre, 43-57 Wang Wo Tsai Street, Tsuen Wan, N.T., Hong Kong.

Tel : (852) 2716 5955 (General Office)

Fax : (852) 2362 0342 or 2765 6106

Tel : (852) 2942 0833 - 36 (Export Dept - U.S.A. & Far East Division)

(852) 2942 0729 - 30 (Export Dept - Europe Division)

Warehouse : Unit 9-11, 1/F., Airport Freight Forwarding Centre, 2 Chun Wan Road, Chep Lap Kok. Tel : (852) 2237 1672

SHIPPER NAME & ADDRESS		KC CODE :		ALSO NOTIFY		CODE :	
CTC :		FAX :		CTC :		FAX :	
TEL :		FAX :		TEL :		FAX :	
E-mail address :				E-mail address :			
CONSIGNEE NAME & ADDRESS		CODE :		SPECIAL HANDLING INSTRUCTION			
				a. House Bill deliver to (if different from SHIPPER)			
				b. Invoice debit to (if different from SHIPPER)			
				c. Others			
CTC :		FAX :					
TEL :		FAX :					
E-mail address :							
AIRPORT OF DESTINATION		DECLARED VALUE OF CARRIAGE		DECLARED VALUE FOR CUSTOMS		INSURANCE	SHIPPER'S COD
NUMBER OF PACKAGE	PACKING (CARTON, PALLET OR OTHERS)	GROSS WEIGHT (KG / LB)		VOLUME WEIGHT (KG / LB)	CBM	FUMIGATION CERTIFICATE NO. (IF ANY)	
MARKS & NUMBERS		NATURE OF GOODS				DIMENSION	

DOCUMENT & CARGO DELIVERY STATUS : -		
DOCUMENT READY DATE & TIME	PICK UP / FAX / SELF-DELIVERY	PICK UP ADDRESS (if different from shipper)
CARGO READY DATE & TIME	PICK UP / SELF-DELIVERY	PICK UP ADDRESS (if different from shipper)
IF CARGO UNDER SELF-DELIVERY, PLEASE PROVIDE TRUCKER CONTACT DETAILS : -		
TRUCKER NAME :	VEHICLE NUMBER :	TRUCKER PHONE NUMBER :

PLEASE PUT "TICK" AS APPROPRIATE (Please instruct clearly for PREPAID or COLLECT, otherwise, all charges will be debit to shipper or supplier, thanks)

CHARGE ITEMS			DOCUMENTS TO BE ACCOMPANIED WITH AIRWAY BILL	
CHARGE DESCRIPTION	PREPAID	COLLECT	() Commercial Invoice	() Export Licence
AIR FREIGHT CHARGE	()	()	() Customs Invoice	() Certificate of Origin
HKG LOCAL CHARGES	()	()	() Proforma Invoice	() Form "A"
			() Packing List	() Visa
			() Declaration	() Interim Footwear Invoice
			() Quota Statement	() Drop Ball Test Report
AIRLINES COUNTER - SIGN	YES ()	NO ()	() Others	

SHIPPER'S SIGNATURE & CHOP	CONTACT PERSON OF SPEEDMARK
DATE.....	

*** Shipper must prepare export declaration within 14 days from shipment departure date by yourself.

*** All business transaction are subject to the Company's Standard Trading conditions. A copy is available upon request or download from

<http://www.speedmark.com.hk/download/Standard Trading Conditions.PDF>

FOR OFFICIAL USE ONLY					
RESERVED HOUSE BILL NO.	MASTER BILL NO.	FLIGHT NO. / DATE	APPROVAL TO AIR (OK / PENDING / EXEMPT)	DOCUMENT CHECKED BY SPEEDMARK STAFF	
SMT-					