

1. SEA PROTESTS

(Source: <http://mariners.narod.ru/seaprotest.html>)

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GENERAL NOTES

During the course of a voyage if your vessel is or has experienced bad weather or any nature of extraordinary events and you fear that damage or loss may be caused to your vessel and/or cargo you must prepare a Note Of Protest and upon arrival and/or never after 24 hours having elapsed (not including holidays, Saturdays and Sundays) have it notarized at Notary Public.

We would like to clarify this subject and give you the following instructions/information:

1/ **“Notes of Protest”** should be made when and if you consider it of utmost importance and necessity, not for the sake of doing so. If for example there is a possibility of a claim from another party to arise.

2/ If you suspect that damage has been caused to the vessel only (i.e. through heavy weather, touching bottom, striking locks etc.) there is no need for a “Note Of Protest” to be issued same could be stated on a **“Statement of Facts”**.

3/ When writing such a “Note Of Protest” bear in mind that you must stick to the FACTS and only, keeping it as brief and as clear as possible. Same can be extended upon a later date if required. Also do not express any opinions whatsoever. Such statement of opinions may and do often lead to unnecessary complications and/or confusion in a later date.

Furthermore due to the fact that Notary Publics around the world use various types/forms for “Notes of Protest” it is quite difficult to admit/provide you with any standard form, we do however attach a most common form which you may alter where necessary.

Thus in the case that “Note of Protest” (or "Statement of Sea Protest) has been made and notarized by Notary Public do not neglect to forward a copy to office at first convenient time.

IMPORTANT !

Be sure to make all appropriate entries in your ship's logbook

The first thing to remember is that a letter of protest, strictly speaking, is not a legal document but a paper containing an account of the events or statement of facts, describing current situation or consequences of some wrongful act or acts, which had happened usually contrary to master's or crew efforts.

For example, when during cargo operation something beyond the master's control has gone wrong and the master is unable to make it right, like interruption from shore side of loading

or discharging operation, neglect cargo handling, violation of safe working practice, etc. Obviously, the said act or occurrence should be of such importance that master feels himself obliged to bring it to attention of all parties concerned, either for some immediate action or for future reference, but it still lacks of any legal effect being a document produced by one side to defence its own position.

1. Note of Marine or Sea Protest

Note of sea protest

Xxx shipping company
Date ____
Port ____

To: 1) port authority ,or
2) diplomatic representative ,or
3)notary public

Dear sirs ,
Name of ship : kind of cargo
GRT : Tons of cargo :
NRT : port of registry

My vessel sailed from port of ____on ____19xxx, bound for the port of ____and arrived at the port of ____on ____19xx.
As fearing loss or damages to the vessel and cargoes owing to _____during the voyage , I hereby note my protest against all losses, damages,etc and reserving my right to claim against parties concerned and extend same at time and place convenient .(whenever necessary)
I hereby affirm that report mentioned above is correCt and true,

Yours truly,

Master's sig

(ship's stamp chopped here)

Witness on board:

NOTE OF PROTEST (US)

On this _____ day of _____ in the year One Thousand Nine Hundred and personally appeared and presented himself before me _____ Consul/Notary Public, _____ Master of the _____ called the _____ of _____ Official Number and _____ Tons Register, which sailed from _____ on or about the _____ day of _____ with a cargo of _____ bound for _____ and arrived at _____ on the _____ day of _____ and fearing loss of damage _____ owing to _____ he hereby notes his protest against all losses, damages & etc., reserving right to extend the same at time and place convenient.

Signed before me _____ (signed)

Consul

Master

Notary Public at _____ (signed)

this _____ day of _____ Two Thousand.....

I certify the foregoing to be a true and correct copy of the original Note of Protest, entered in the Acts of this Consulate and copied therefrom.

Consul

Date

NOTE OF PROTEST (UK)

Be it hereby made known:

That on this the 15th day of February in the year of Our Lord, Two Thousand and Four and personally appeared and presented himself in the office of Attorneys and Notaries before me, John Mills,

Notary Public, by the authority of Government, duly admitted and sworn, Henry J. Smith, Master or Commander of the MV Greenhouse which sailed on a voyage from Neaples on the 23rd day January 2004 laden with a full and complete cargo of furniture in containers calling at Algeciras and Port of New York and arrived at this Port on 15th day of February 2004 now lying within the harbour. And the said Appearer did hereby declare to note his protest against all perils, dangers, casualties and occurrences of all nature or kind whatsoever and all loss or damage thereby occasioned, reserving to himself the right to extend the protest in times and places convenient, and causing this minute of all singular the premises to be entered in this register.

(Sgd)

Agents.

Master.

QUAD ATTESTOR

Notary Public

NOTE OF PROTEST (general)

Notary Office:

Genoa, Italy

I _____, Master of the M/V _____ under the flag of the Republic of Croatia, owned by _____, Croatia, Gross Tonnage _____, Net. Tonnage _____, sailed from Rijeka, Croatia on _____, to Genoa, Italy, via Venice, Italy with a full load of bulk wheat of _____ Tonnes.

During the voyage the vessel met with stormy weather and heavy seas, the ship suffered rolling and pitching, heavily shipping water fore and aft and spraying overall.

All precautions were taken to save the cargo and the ship but nevertheless, fearing damage to the cargo during the bad weather, I state the present sea protest, reserving the right to extend the same at the time and place convenient.

Master

Witnesses:

1. _____, Second Mate
2. _____, Chief Engineer,
3. _____

The Notary Office

NOTE OF PROTEST

I, _____ (name) Master Mariner and Commander of the M/V _____ (nationality of vessel), of _____ gross and _____ net registered tons, under _____ flag, registered at _____ by Official Number _____ now laying at (anchor/berth No____) in the port of _____ where she arrived on this day of _____ in the year 19 _____, solemnly declare that, On the _____ (date) the said vessel, being tight, staunch and substantially and sufficiently manned and furnished with everything necessary for such a vessel and intended voyage, in every respect seaworthy, her engine and machinery in good order, her loaded cargo properly stowed, sailed from the port of _____ laden with a cargo of _____ (tons) of _____ (name of cargo) in bulk, for delivery at this port (or at port of _____) unto Messrs _____ (Cargo Receivers), and that, During the prosecution of the said voyage and on the date _____ (here describe the accident, machinery breakdown, or heavy weather). (example of heavy weather:) *"on the dates of _____ the vessel encountered heavy weather with winds of force _____ and heavy seas which caused her to roll, pitch, labor and strain heavily, and waves breaking on the decks, in consideration of which fearing loss or damage to the vessel and her cargo, even though the ship's course and speed were altered to ease her according to good seamanship under the circumstances"*.

Whereof, I, the undersigned, hereby note my protest against all losses, damages, etc., reserving the right to extend the same at time and place convenient,

At the port of _____ On the _____

The Master of M/V
Captain

2. "Letters of Protest" or "Notes of Protest"

(Source: <http://mariners.narod.ru/seaprotest.html>)

A letter of protest is a formal declaration whereby a person expresses a personal objection or disapproval of an act.

It may be a written statement, made by a notary, at the request of a holder of a bill or a note that describes the bill or note and declares that on a certain day the instrument was presented for, and (e.g.) refused, payment.

In shipping there is a widespread practice of using letters of protest to record discrepancies between ship and shore figures, suspected presence of water content, damage to or loss of cargo, etc.

Protests are also made by the master against the charterers of the ship or the consignees of the goods, for failing to load or unload the vessel pursuant to contract, or within reasonable or stipulated delays;

On the other hand, the merchant may make a protest (i.e. *Letter of Protest*) against the master, for misconduct, drunkenness, etc., for not proceeding to sea with due despatch, for not signing bills of lading in the customary form, and other irregularities.

WHEN IS A LETTER OF PROTEST ISSUED?

Reasons for issuing a Letter of Protest :

- Delays/incidents during berthing/un berthing
- Delays at loading/discharge terminal (e.g. delays due to waiting for customs or immigration clearance ; waiting for pilot(s) , tug(s) ; waiting for orders to start loading /discharging ; waiting for another ship to finish , waiting for daylight ; other)
- Vessel overloaded/short loaded according to C/P
- Difference between B/L and ship's figure (quantity)
- Bill of Lading does not contain C/P date ; named discharge port ; cargo quantity ; other.
- Slow loading at the request of the terminal

Letter of Protest

1. Name of Consignee (Receiver of Cargo)
2. Transport Document Number (Bill of Lading or Airway Bill etc.)
3. Name of Vessel and Voyage Number or Flight Number.
4. Place of Origin and Date.
5. Place of Delivery and Date.
6. Description of Goods
7. Description of Goods Lost or Damaged
8. Brief Statement of How The Goods Were Lost or Damaged
9. Damage Amount, if known

The captioned shipment was received short and/or damaged for which we hold you fully responsible.

Please forward a copy of certificate of non / short delivery relating to this shipment enabling us to lodge a claim to you through our underwriters.

A formal claim with supporting documents will be submitted when the exact amount of loss has been determined.

Truly yours,

Signature,

Date,

Examples of key sentences in Letters of Protest

My vessel is capable of receiving(quantity)/hour whereas the average loading rate provided by the terminal was

Difficulty measuring ullages due to inclement weather/sea conditions

*Winddirection..... force.....Beaufort
Waves....direction.....height.....meter/ft
Swelldirection.....height.....meter/ft*

Free water in ship's tanks

Free water in ship's tanks prior loading
Free water in ship's tanks after loading

Restrictions imposed by discharge terminal (e.g.- line displacement ; high back pressure);

shore tank(s) far away and/or elevated ; slow pumping rate requested to raise roof of floating tank ; shore tank(s) full etc.)

Waiting for cargo calculations/documents after completion of loading/discharge

*Completed loading/discharge(date/time)
Completed cargo calculations.....(date/time)
Cargo documents on board and signed.....(date/time)*

Crude oil washing at discharge terminal .

(If the terminal restricts the number of tanks to be crude washed , state that “ vessel is not responsible for non-pumpable cargo remaining in the non-COW-ed tanks)

Delays during discharge caused by excessive sludge in cargo

(Besides name of cargo , API/s.g. ,temperature , state that sludge was found in following tanks , attaching also a Separate sheet with details/soundings/stripping pump log)

Delays during discharge caused by gaseous cargo (high Reid vapour pressure)

(State Name of cargo , API/s.g. , RVP , temperature ; attach separate sheet with details , with soundings and with stripping pump log)

Cargo temperature differences

(If the loading temperature of the loaded cargo differs from the actual temperature received at ship's manifold / or in ship's tanks)

Delays caused by non-delivery of original Bill of Lading at discharge port

Unsafe port

(Describe weather , sea conditions , swell , UKC , availability of Pilot(s) and/or tug(s) , other)

Unsafe berth

(Attach a mooring diagram stating that in your opinion the berth is unsafe due to following reason(s)....)

H2S (Hydrogen Sulfide Gas¹) Readings in Liquid/Vapour and the Letter of Protest – MSDS/H2S.

Letter of Request For H2S Readings in Liquid/Vapour

In compliance with section 22.4.2.1 of International Safety Guide for Oil Tankers and Terminals (ISGOTT) which requires that H2S content in cargoes and bunkers shall be specifically advised before loading or bunkering operation, I herewith request that H2S readings of cargo to be loaded in liquid/vapour to be submitted to the ship's staff at the time of ship/shore pre-loading safety conference.

Letter of Protest - H2S Content

On behalf of my Owners and Principals I hereby protest against the following:

In violation of IMO Res. 150(77) and section 22.4.2.1 of International Safety Guide for Oil Tankers and Terminals (ISGOTT) which requires that H2S content in cargoes and bunkers shall be specifically advised before loading or bunkering operation, required data as per my Letter of Request For H2S Readings in Liquid/Vapour dated (date) were not provided by (shippers or terminal name) before loading and were not reflected in MSDS presented, see attachment.

In port of (port name) vessel loaded cargo of (cargo name) in tanks (tanks' numbers).

Measurements of H2S content done by crew upon completion of loading, (date), show H2S content in excess of (H2S reading) ppm in all tanks, see report attached.

Because vessel has no means of control or reduction of H2S vapours and in order to protect the vessel, her owners and/or any other party who may be directly or indirectly concerned, I lodge this formal letter of protest and hold the consignor, the shippers and the terminal jointly responsible for any delays, loss, damage or claims which may arise due to the high H2S content in cargo loaded. This protest is made without prejudice to the terms, conditions and exceptions of the relevant Charter Party.

¹ Hydrogen sulfide is a powerful and deadly gas which smells like rotten eggs at low concentrations and has a sweet smell at high concentrations. But workers should not rely on the smell as a warning. At high concentrations H2S may overcome one's sense of smell. The result could be instant death. Long exposure to low concentrations will also deaden the sense of smell.

H2S is explosive - it will ignite and explode when subjected to a spark or ordinary flame - in any concentration from 4% to 44% of the air. It is also soluble in water and oil, so it may flow for a considerable distance from its origin before escaping above ground or in an entirely unexpected place. Because the vapor (gas) is heavier than air, it may travel for a long way until ignited and then flash back towards the source.

Re: Damage ship and cargo during discharge

Dear Sirs,

I regret to inform you that owing to incompetent handling of the winch, by your winchman while discharging the cargo of cement in Hold No.2 at 11.00 hours today, the crane block crushed part of deck superstructure and damaged the forward port rail in way Hold No. 2 for a length about four metres.

At the same time many bags of cement were torn, the contents thereof being spilled into the hold.

In view of the above I have to hold your firm responsible for the damage caused and ask you for urgent repairs of the said damages.

Yours faithfully,
XY, Master of MV
"STAR"

LETTER of the Receivers (Forwarders) to the Ship Agent concerning loss of and damage to cargo:

Re: bags, B/L
Ex MV from, dated

On taking delivery of the above mentioned cargo the following remarks were made: “112 bags torn, stained, slack, part of contents missing”.

For this shipment we possess a clean receipt on behalf of our principal and must hold you responsible for this damage and shortage.

While awaiting your comments we remain,

Yours truly, (International Forwarders)

Note of Protest For Bunkering Disputes

Source: [Marine Insight Free Resources Leave a Comment](#)

Bunkering disputes are very common between ship and bunker supplier mainly because of differences between the quantity or quality written in bunker delivery note and the actual quantity or quality received. A note of protest is therefore issued to the supplier and a copy is forwarded to the head office which includes written details of dispute because of which the protest/argument had arose.

Bunker Note of Protest

Date: _____

TO: Bunker Supplier
Company Name
Address

Receipt No.: _____

Dear Sirs,

NOTE OF PROTEST FOR BUNKERING ON THE _____ (Date)

I, the Chief Engineer of the _____ (Vessel Name) short received (quantity) tonnes of _____ (Grade) out of the (Total quantity) tonnes requested on the _____ (Date)

The bunkers were supplied by the _____ Bunker Barge _____ Name
on the _____ (Date) at _____ (Place)

Yours faithfully

(Chief Engineer)

Signature

c.c.

Company Bunkering Department
Company name & Address

ACKNOWLEDGED RECEIPT

(Name of Master/Cargo Officer of Bunker Barge / Tanker (in Block Letters)

(Signature of Master / Cargo Officer of Bunker Barge/Tanker

(Date and Time)

Loading the cargo in bad condition (damaged prior loading):

of _____

Port

07/10/02

Date:

To: (Name of Company, responsible for Loading)

LETTER OF PROTEST

I, Captain (NAME), the Master of m.v. "ABILITY", loading cargo of BULLSHIT at the port of PORTNAME on DATA acting on behalf of the Owners OWNERSNAME and the Charterers IFANY, hereby notify you of the following damages to above cargo found prior to the time of shipment:

- The cargo arrived/was stored on the quay and is/was:

Exposed to rain,

Found wet, thawed,

Other _____

The quantity of cargo affected _____ or cannot be determined.

- The packaging of the cartons was damaged, visually ripped, torn, stained, chaffed,

other _____

The quantity of cargo affected _____ or cannot be determined.

- The temperature of the cargo was declared to be _____, but was found to be

_____.

- Other types of damages _____

We reject all liability for the damage/s referred herein and hold you fully responsible for all consequences which may arise from our loading the cargo in a damaged condition.

Furthermore, all remarks as to the condition of cargo will be inserted in the Mate's Receipt and Bills of Lading.

Yours faithfully

SIGNATURE & STAMP

Received by:

Copy: the Charterers
the Owners

Cargo, damaged at the time of discharge or after discharge from vessel:

Port of _____

Date: 07/10/02

To: (Name of Company, responsible for discharging)

LETTER OF PROTEST

I, Captain (NAME), the Master of m.v. "ABILITY", discharging cargo of BULLSHIT at the port of PORTNAME on DATA acting on behalf of the Owners OWNERSNAME and the Charterers IFANY, hereby notify you of the following damages to above cargo found at the time of discharge or after discharge from abovementioned vessel:

- The following damages were caused by the stewedores acting on your behalf:
_____ (description of damages)

The quantity of cargo affected _____ or cannot be determined.

- The following cargo was pilfered _____

The quantity of cargo affected _____ or cannot be determined.

- The cargo was stored ashore, but exposed to _____.

- Other types of damages _____

We reject all liability for the damage/s referred herein and hold you fully responsible for all consequences which may arise.

Yours faithfully

SIGNATURE & STAMP

Received by:

Copy: the Charterers
the Owners

Cargo quality in dispute:

Port of _____

Date:

07/10/02

To: (Name of Company)

LETTER OF PROTEST

I, Captain (NAME), the Master of m.v. "ABILITY", loading cargo of BULLSHIT at the port of PORTNAME on DATA acting on behalf of the Owners OWNERSNAME and the Charterers IFANY, hereby notify you of the following amount/s in dispute between the quantity and/or weight of the cargo declared by your PERSONINCHARGE and the quantity and weight shipped on board according to our figures:

Quantity loaded as declared by you _____,
Quantity loaded according to ship's figures _____,
Weight loaded as declared by you _____,
Weight loaded according to ship's figures _____,
Weight/Quantity in dispute _____.

We reject all liability for this amount in dispute and hold you fully responsible for all consequences which may arise. Furthermore quantity and/or weight in dispute will be declared in the Mates Receipt and Bills of Lading.

Yours faithfully

SIGNATURE & STAMP

Received by:

Cargo quantity unknown:

Port of _____

07/10/02

Date:

To: (Name of Company, responsible for Loading)

LETTER OF PROTEST

I, Captain (NAME), the Master of m.v. "ABILITY", loading cargo of BULLSHIT at the port of PORTNAME on DATA acting on behalf of the Owners OWNERSNAME and the Charterers IFANY, hereby notify you that we are unable to confirm that the quantity/weight declared by you to have been loaded on our vessel is correct.

Therefore notify you of our intention to clause the Mate's Receipts and Bills of Lading as follows:

"The numbers of packages or pieces and the quantity and the weight as shown are furnished by the shipper and are unknown to the carrier and the Master, who has no reasonable means of checking this themselves."

We reject all liability for any claims that may be made and hold you fully responsible for all consequences which may arise.

Yours faithfully

SIGNATURE & STAMP

Received by:

Copy: the Charterers
the Owners

Bunkering: Bad oil quality

Port of _____

Date: 07/10/02

To: _____

C/P DD: _____(charter date)_____

LETTER OF PROTEST

I hereby give you notice, that fuel oil supplied by you at the port of PORTNAME prove to be wholly unsuitable for use in the vessel's machinery. The main engine manifested instant problems, when the supplied fuel was burned. All action undertaken by our technical staff taken to stop the problem proved to be unsatisfactory.

Fuel samples will be sent for laboratory analysis.

(or, if the possibility to determine fuel oil parameters on board the ship exists:

Shipboard analysis of a representative sample indicate the quality of fuel exceed standards of the grade ordered.)

In the circumstances, I cannot jeopardise the safety of the vessel by accepting or using the fuel supplied without first receiving instruction to do so from my owners.

In the meantime, on behalf of my owners, I hold you wholly responsible for all damages and delays and other loss or expense arising as a direct or indirect consequence from your failure to supply the guaranteed grade of fuel.

Yours faithfully
MASTER

SIGNATURE & STAMP

Received by:
COPY: the Owners

Oil pollution while bunkering/oil transfer operations:

Port of _____

Date:

07/10/02

To: BUNKERS SUPPLIERS

LETTER OF PROTEST

I, Captain (NAME), the Master of m.v. "ABILITY", acting on behalf of the Owners OWNERSNAME and the Charterers IFANY, hereby reject any responsibility arisen from the spill of oil which resulted entirely from a negligent work of your stuff, while my wessel was bunkered today, DATE AND TIME at PLACE (or on the road of PLACE), as the following accident was discovered by the crew of our vessel:

- the hose was leaking as the bunkering started,
- the pumping rate was higher than that agreed – which solely contributed to the referred leakage,
- the hose was not sufficiently emptied before disconnecting (after receiving your order),
- Other sources of spill _____

By the copy given to the local Coast Guard/Port Authorities I repudiate any responsibilities which may arise from the referred oil pollution.

Yours faithfully

SIGNATURE & STAMP

Received by:

Copy: Coast Guard/ Port Authorities
the Owners

Source for letters from page 21 to page 46: **Effective Business Letters**

(<http://www.effective-business-letters.com/Letter-Enclosing-An-Indent-1.html>)

XXXXX BUSINESS HOUSE

Door Number and The Name of The Street,

City with ZIP Code.

Phone : 0011 - XXXXXXXX

Fax : 0011 - XXXXXXXX

DATE

To :

The Manager,

ZZZZZ Business House,

Door Number and The Name of The Street,

City with ZIP Code.

Phone : 0011 - XXXXXXXX

Fax : 0011 - XXXXXXXX

Dear Sir,

It would be very kind of you if you please let us know the present freight rate for cased leather shoes for shipment from Mumbai to London.

With this kindly also inform us of the frequency of your sailings and the approximate time of your voyage.

Yours Faithfully,

Vasu

Manager

For XXXXX BUSINESS HOUSE

Reply to The Letter of Inquiry Regarding Freight Rates

Reply to The Letter of Inquiry Regarding Freight Rates :

XXXXX BUSINESS HOUSE
Door Number and The Name of The Street,
City with ZIP Code.
Phone : 0011 - XXXXXXXX
Fax : 0011 - XXXXXXXX

DATE

To :

The Manager,
ZZZZZ Business House,
Door Number and The Name of The Street,
City with ZIP Code.
Phone : 0011 - XXXXXXXX
Fax : 0011 - XXXXXXXX

Dear Sir,

With reference to your letter of 15th instant, we are pleased to inform you that our present rate of freight for cased leather shoes for shipment from Mumbai to London is \$ 600 per 30 cubic feet subject to the availability of space at the vessel.

We maintain sailing at intervals of approximately 10 days and it takes about 14 days to cover the journey from Mumbai to London. We enclose our sailing time table for the current month and also our shipping instructions form which you are requested to fill in and return to us duly signed at your earliest.

Yours Faithfully,
Vasu

Manager

For XXXXX BUSINESS HOUSE

Letter Contacting A Forwarding Agent

Letter Contacting A Forwarding Agent :

XXXXX BUSINESS HOUSE
Door Number and The Name of The Street,
City with ZIP Code.
Phone : 0011 - XXXXXXXX
Fax : 0011 - XXXXXXXX

DATE

To :

The Manager,
ZZZZZZ Business House,
Door Number and The Name of The Street,
City with ZIP Code.
Phone : 0011 - XXXXXXXX
Fax : 0011 - XXXXXXXX

Dear Sir,

M/s Indra Trading Corporation of Mumbai has given us your name as a reputed firm of forwarding agents.

At present we are faced with the necessity of shipping, from Mumbai to Aden, the goods detailed below, which are actually in transit at the port. Since we have been told that the shipping documents for this transaction should be prepared by your favour, we, shall request to let us know how best you can help us to get these documents ready by shipment.

It may kindly be noted that our agents in Aden are Smith and Brown and that Mercantile Bank Ltd. is entrusted with the documents.

Thanking you.
Yours Faithfully,

Letter of Complaint

XXXXX BUSINESS HOUSE
Door Number and The Name of The Street,
City with ZIP Code.
Phone : 0011 - XXXXXXXX
Fax : 0011 - XXXXXXXX

DATE

To :

The Manager,
ZZZZZ Business House,
Door Number and The Name of The Street,
City with ZIP Code.
Phone : 0011 - XXXXXXXX
Fax : 0011 - XXXXXXXX

Dear Sir,

With reference to our forwarding instructions of 15th January - 2008, the goods of our order No. 889708 were to have been sent by M/s Oliver & Sons. We have been told at the docks that the ship has arrived but contained nothing consigned to us. Will you please look into the matter at once and let us know what has happened to this consignment?

An early reply is solicited.

Yours Faithfully,

Vasu

Manager

For XXXXX BUSINESS HOUSE

Letter from The Shipping Agent Informing of Arrival of Consignment

Letter from The Shipping Agent Informing of Arrival of Consignment :

XXXXX BUSINESS HOUSE
Door Number and The Name of The Street,
City with ZIP Code.
Phone : 0011 - XXXXXXXX
Fax : 0011 - XXXXXXXX

DATE

To :

The Manager,
ZZZZZ Business House,
Door Number and The Name of The Street,
City with ZIP Code.
Phone : 0011 - XXXXXXXX
Fax : 0011 - XXXXXXXX

Dear Sir,

We have the pleasure to inform you that on board S.S. Jawahar, due at this port on 18th February, there are following goods for your account.

10 wooden case – Leather shoes

In order that we may effect customs clearance and despatch, we would feel obliged if you would let us have the Bill of lading duly endorsed together with a letter addressed to customs & Excise authorities, appointing us to act on your behalf.

Yours Faithfully,

Vasu

Letter Informing The Receipt of Bill of Lading

Letter Informing The Receipt of Bill of Lading :

XXXXX BUSINESS HOUSE
Door Number and The Name of The Street,
City with ZIP Code.
Phone : 0011 - XXXXXXXX
Fax : 0011 - XXXXXXXX

DATE

To :

The Manager,
ZZZZZZ Business House,
Door Number and The Name of The Street,
City with ZIP Code.
Phone : 0011 - XXXXXXXX
Fax : 0011 - XXXXXXXX

Dear Sir,

This is to acknowledge the receipt of your letter of the 18th instant, enclosing the bill of lading in connection with the consignment on board Jawahar, which is due on 23rd February - 2008.

We shall take necessary action on the arrival of the ship and deliver your consignment at your address.

Kindly send us the customs letter at your earliest.

Yours Faithfully,

Vasu

Manager

For XXXXX BUSINESS HOUSE

Letter Informing The Importer

Letter Informing The Importer :

XXXXX BUSINESS HOUSE
Door Number and The Name of The Street,
City with ZIP Code.
Phone : 0011 - XXXXXXXX
Fax : 0011 - XXXXXXXX

DATE

To :

The Manager,
ZZZZZZ Business House,
Door Number and The Name of The Street,
City with ZIP Code.
Phone : 0011 - XXXXXXXX
Fax : 0011 - XXXXXXXX

Dear Sir,

With reference to your order No. A/c 42 dated 10th January - 2008, we are pleased to inform you that the leather shoes have now been despatched as arranged.

The whole lot is packed in 10 wooden cases with the mark LV in circle. The particulars of weight and measurement are given on the enclosed sheet. S.S.J of the Scindhia Shipping Company containing the shipment has sailed from Alexander Docks - Mumbai on 16th of this month and it is scheduled to reach London on 27th February - 2008.

Clean, shipped on board B/L in complete set, together with the Commercial Invoice and insurance certificate, both in triplicate, have been handed to Indian Overseas Bank, with sight draft for \$ 25,000 in accordance with the terms of the Letter of Credit opened with them. This sum has duly been paid by Indian Overseas Bank.

We shall be pleased to hear in due course that the goods have reached you in safe condition.
Yours Faithfully,

Letter from The Forwarding Agent to Client

Letter from The Forwarding Agent to Client :

XXXXX BUSINESS HOUSE
Door Number and The Name of The Street,
City with ZIP Code.
Phone : 0011 - XXXXXXXX
Fax : 0011 - XXXXXXXX

DATE

To :

The Manager,
ZZZZZ Business House,
Door Number and The Name of The Street,
City with ZIP Code.
Phone : 0011 - XXXXXXXX
Fax : 0011 - XXXXXXXX

Dear Sir,

We have just received from Docks advise saying that the S.S. Victoria arrived on 16th instant in the evening and the unloading of the 50 bales of cotton which you instructed us to take delivery of took place on the same evening. Unfortunately, during the process of unloading one of cotton bales fell into the sea. It was pulled out before it went under, but got damaged as it was soaked in water. As the accident occurred before we took delivery of the goods, the liability rests with the shipping company, the damaged bale has been put into a bonded warehouse, since we did not wish to receive it without consulting you. Please let us have your opinion on the subject.

Yours Faithfully,

Vasu

Manager

For XXXXX BUSINESS HOUSE

Letter Regarding Advice to Forwarding Agents

XXXXX BUSINESS HOUSE

Door Number and The Name of The Street,
City with ZIP Code.

Phone : 0011 - XXXXXXXX

Fax : 0011 - XXXXXXXX

DATE

To :

The Manager,
ZZZZZ Business House,
Door Number and The Name of The Street,
City with ZIP Code.
Phone : 0011 - XXXXXXXX
Fax : 0011 - XXXXXXXX

Dear Sir,

We have advised you that we have today sent by Railway to your address freight-paid 10 wooden cases of leather shoes which may please be forwarded by next steamer available to M/s Johns - London.

We request you to effect insurance on the goods the cost of which as well as the freight is to be debited to the account of the consignee.

Yours Faithfully,

Vasu

Letter Regarding Advice to Customer :

XXXXX BUSINESS HOUSE
Door Number and The Name of The Street,
City with ZIP Code.
Phone : 0011 - XXXXXXXX
Fax : 0011 - XXXXXXXX

DATE

To :

The Manager,
ZZZZZ Business House,
Door Number and The Name of The Street,
City with ZIP Code.
Phone : 0011 - XXXXXXXX
Fax : 0011 - XXXXXXXX

Dear Sir,

We advice you that we have consigned today to your address 10 wooden cases of leather shoes by S.S. Jaltarang.

The insurance thereon will be effected by our shipping agents M/s Khemani & Bros., Church Road, Mumbai.

We enclose an invoice amounting to \$ 250 for which amount we have drawn on you at 90 days date.

Trusting the goods will arrive safely and soliciting your further orders.

Thanking you.

Yours Faithfully,

Vasu

Irrevocable Proxy

Irrevocable Proxy : Please fill out the following form. Please print your completed form if you would to have a copy for your records.

I (Stockholder's name) the holder of (Number of shares) shares of the common voting stock of (Company's name) Corporation, do hereby irrevocably appoint (Name of The appointed person) as my proxy to attend the shareholder's meeting of (Company's name) Corporation, to be held on (year) or any continuations or adjournments of that meeting, with full power to vote and act for me and in my name and place, in the same manner, and to the same extent that I might act if I would have been in attendance at such meeting.

This proxy is irrevocable and has been issued to (Name of The appointed person) who is a pledgee holding a valid pledge of the shares owned by me. Any other proxy or proxies previously given by me to others is hereby revoked.

Date:

STATE OF :

COUNTY OF :

On _____ before me _____ personally appeared _____ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Signature :

Affiant : Known / Unknown

ID Produced :

Seal :

Letter of Acceptance of Order with Delivery in Lots

From :

The Sender's Name,
Door Number and Street's Name,
Area Name,
City.
Postal Code : XXXXXXXX
Phone Number : 0000 - 123456789
E-mail ID : sendersname@companywebsite.com

Date :

Reference :

TO :

Addressee's Name,
Designation,
The Company's Name,
Full Address with Phone Number.

Subject :

Dear _____,

We acknowledge acceptance of your order as per your order of __, 19__. The goods will be shipped to you in the following lots.

(Specify lots and delivery schedule).

We request that payment be made as each lot is received.

Yours Sincerely,

(The Sender's Signature)

The Sender's Name

Enc :

Letter to Acknowledge Receipt of Goods

From :

The Sender's Name,
Door Number and Street's Name,
Area Name,
City.
Postal Code : XXXXXXX
Phone Number : 0000 - 123456789
E-mail ID : sendersname@companywebsite.com

Date :

Reference :

TO :

Addressee's Name,
Designation,
The Company's Name,
Full Address with Phone Number.

Subject :

Dear _____,

ACKNOWLEDGED RECEIPT OF GOODS :

The undersigned hereby acknowledges receipt and delivery of the goods described on the annexed list or invoice and further acknowledges that said goods have been inspected and are without defect.

Signed under seal this _ day of _ 19_.

Yours Sincerely,

(The Sender's Signature)

The Sender's Name

Enc :

Letter of Acknowledgement for The Order Placed

From :

The Sender's Name,
Door Number and Street's Name,
Area Name,
City.
Postal Code : XXXXXXXX
Phone Number : 0000 - 123456789
E-mail ID : sendersname@companywebsite.com

Date :

Reference :

TO :

Addressee's Name,
Designation,
The Company's Name,
Full Address with Phone Number.

Subject :

Dear _____,

With thanks we acknowledge your check and order dated _____, 19 __, (date) for _____ (items) described in our letter to you of _____, 19 __ (date).

Unfortunately, the demand for the ____ (item) has been so great that we have no more on hand. Despite the fact that we have reordered this, these ____ (item), we regretfully have no idea when they will be shipped to us.

Therefore, we will gladly return your check and inform you when the new supply arrives. However, if you prefer, we will keep your check and forward you the ____ (item) as soon as it, they arrive(s).

Yours Sincerely,

(The Sender's Signature)
The Sender's Name
Enc :

Letter of Acknowledgement of Merchandise Returned for Repair

From :

The Sender's Name,
Door Number and Street's Name,
Area Name,
City.
Postal Code : XXXXXXXX
Phone Number : 0000 - 123456789
E-mail ID : sendersname@companywebsite.com

Date :

Reference :

TO :

Addressee's Name,
Designation,
The Company's Name,
Full Address with Phone Number.

Subject :

Dear _____,

The (product name and model number) that you mailed to us for repair was received on (date) We will be returning it to you as soon as the necessary adjustments are made.

We are sorry that you experienced a problem with our product and want to thank you for purchasing a (name)

Yours Sincerely,

(The Sender's Signature)

The Sender's Name

Enc :

Letter of Acknowledgement of Order and Its Execution :

From :

The Sender's Name,
Door Number and Street's Name,
Area Name,
City.
Postal Code : XXXXXXXX
Phone Number : 0000 - 123456789
E-mail ID : sendersname@companywebsite.com

Date :

Reference :

TO :

Addressee's Name,
Designation,
The Company's Name,
Full Address with Phone Number.

Subject :

Dear _____,

We thank you very much for your order of 6th instant. They have been dispatched. The invoice for the goods amounting Rs.5680 (Rupees five thousand six hundred and eighty only including packing and incidental charges is enclosed.

We hope that you will be fully satisfied with our prompt execution and favor us with subsequent orders.

Yours Sincerely,

(The Sender's Signature)

The Sender's Name

Enc :

Letter of Apology and Proposal on Over-Shipped-Merchandise

From :

The Sender's Name,
Door Number and Street's Name,
Area Name,
City.
Postal Code : XXXXXXXX
Phone Number : 0000 - 123456789
E-mail ID : sendersname@companywebsite.com

Date :

Reference :

TO :

Addressee's Name,
Designation,
The Company's Name,
Full Address with Phone Number.

Subject :

Dear _____,

In deference to your valuable time, I would like to get straight to the point and say that we were wrong.

Your purchase order clearly stated 30 cases. The shipment of 60 cases was our error. Meanwhile, there are two options available at this time; you can keep the additional merchandise and we will bill you thirty days from now, or we will arrange to have it picked up at your loading dock and issue a credit to you. Please let me know of your preference.

We will do everything in our power to ensure that this type of error does not occur again. Thank you for your understanding. If I can be of any assistance in any way, please do not hesitate to call on me.

Yours Sincerely,

(The Sender's Signature)
The Sender's Name
Enc :

Letter of Apology after Cancellation of Order

From :

The Sender's Name,
Door Number and Street's Name,
Area Name,
City.
Postal Code : XXXXXXXX
Phone Number : 0000 - 123456789
E-mail ID : sendersname@companywebsite.com

Date :

Reference :

TO :

Addressee's Name,
Designation,
The Company's Name,
Full Address with Phone Number.

Subject :

Dear _____,

This is to acknowledge receipt of your letter of [date] in which you set forth your reasons for canceling your purchase order # _____.

I am very sorry about the misunderstanding that led to this cancellation and have taken the matter up with management in order to ensure that a problem of this nature does not occur again.

As one of our valued customers, your satisfaction is one of our primary concerns. Please accept our apology.

Yours Sincerely,

(The Sender's Signature)

The Sender's Name

Enc :

Letter of Assignment of A Claim for Damages :

From :

The Sender's Name,
Door Number and Street's Name,
Area Name,
City.
Postal Code : XXXXXXXX
Phone Number : 0000 - 123456789
E-mail ID : sendersname@companywebsite.com

Date :

Reference :

TO :

Addressee's Name,
Designation,
The Company's Name,
Full Address with Phone Number.

Subject :

Dear _____,

FOR VALUE RECEIVED, the undersigned hereby sells and transfers to (Assignee) and its successors, assigns and personal representatives, any and all claims, demands and cause or causes of action of any kind whatsoever which the undersigned has or may have against _____ arising from the following type claim.

(Description OF THE CLAIMS)

And the undersigned may in its own name and for its ownbenefit prosecute, collect, settle, compromise and grantreleases on said claim as it in its sole discretion deemsadvisable.

Signed under seal this _ day of _, 19_.

Yours Sincerely,

(The Sender's Signature)

The Sender's Name

Enc :

Compensation Letter for Damaged Freight

From :

The Sender's Name,
Door Number and Street's Name,
Area Name,
City.
Postal Code : XXXXXXX
Phone Number : 0000 - 123456789
E-mail ID : sendersname@companywebsite.com

Date :

Reference :

TO :

Addressee's Name,
Designation,
The Company's Name,
Full Address with Phone Number.

Subject :

Dear _____,

I have just received your March 24 letter about the damaged shipment you received through Green Tree Freight and regret the inconvenience that it has caused you.

From your account of the problem, I am quite sure that your request for the \$240 adjustment on the damage to the 2 crates of Val Jean Crystal stemware will be granted. A certain amount of breakage of this sort does unavoidably occur in cross-country shipping; I am sorry that it was your company that had to be the one to suffer the delay.

I must remind you to keep the damaged crates in the same condition in which you received them until one of our representatives can inspect them. That inspection should take place within 2 weeks.

If all is in order, as it sounds to be in your letter, you can expect the full reimbursement within 2 weeks after our representative's inspection. I hope this unfortunate accident will not keep you from having merchandise shipped by Green Tree Freight in the future.

Yours Sincerely,

(The Sender's Signature)
The Sender's Name

Enc :

Letter of Complaint about The Faulty Product

From :

The Sender's Name,
Door Number and Street's Name,
Area Name,
City.
Postal Code : XXXXXXXX
Phone Number : 0000 - 123456789
E-mail ID : sendersname@companywebsite.com

Date :

Reference :

TO :

Addressee's Name,
Designation,
The Company's Name,
Full Address with Phone Number.

Subject :

Dear _____,

On (date), I purchased (or had repaired) a (name of the product with the serial or model number or service performed). I made this purchase at (location, date, and other important details of the transaction).

Unfortunately, your product (or service) has not performed well (or the service was inadequate) because (state the problem). Therefore, to resolve the problem, I would appreciate your (state the specific action you want). Enclosed are copies (copies, NOT originals) of my records (receipts, guarantees, warranties, cancelled checks, contracts, model and serial numbers, and any other documents).

I look forward to your reply and a resolution to my problem, and will wait (set a time limit) before seeking third-party assistance.

Please contact me at the above address or by phone (home or office numbers with area codes).

Yours Sincerely,

(The Sender's Signature)

Complimentary Letter to Employee on Handling of Difficulty

From :

The Sender's Name,
Door Number and Street's Name,
Area Name,
City.
Postal Code : XXXXXXXX
Phone Number : 0000 - 123456789
E-mail ID : sendersname@companywebsite.com

Date :

Reference :

TO :

Addressee's Name,
Designation,
The Company's Name,
Full Address with Phone Number.

Subject :

Dear _____,

Several of your associates in the shipping department have informed me of the incident that occurred last Friday with a representative of Gene's Tool Supplies. They have all agreed that this driver hurled some extremely abusive language at you and that his actions were unjustifiably offensive. They also all agreed that you remained a gentleman throughout the entire time, attempting to solve the problem. I compliment you on your self-control and in handling the situation in such an exemplary manner. I have placed a call to the owner of Gene's Tools and fully anticipate you're receiving an apology from them.

Thanking you.

Yours Sincerely,

(The Sender's Signature)

The Sender's Name

Enc

Letter Demanding Payment

From :

The Sender's Name,
Door Number and Street's Name,
Area Name,
City.
Postal Code : XXXXXXX
Phone Number : 0000 - 123456789
E-mail ID : sendersname@companywebsite.com

Date :

Reference :

TO :

Addressee's Name,
Designation,
The Company's Name,
Full Address with Phone Number.

Subject :

Dear ____,

I know how exasperating this has been for you and I am deeply sorry that it has taken so long to straighten out this problem. While there is a procedure within our firm to preclude this type of error from occurring, we are reinforcing this procedure.

You have been a valued customer of ours for a long time and we appreciate your affording us the opportunity to serve you. You may rest assured that this problem will not surface again.

Thanking you.

Yours Sincerely,

(The Sender's Signature)

The Sender's Name

Enc :

Customer Complaint Letter :

From :

The Sender's Name,
Door Number and Street's Name,
Area Name,
City.
Postal Code : XXXXXXXX
Phone Number : 0000 - 123456789
E-mail ID : sendersname@companywebsite.com

Date :

Reference :

TO :

Addressee's Name,
Designation,
The Company's Name,
Full Address with Phone Number.

Subject :

Dear ____,

I am writing about [state the nature of your complaint in 25 words or less]. Would you please [state what you want done about your complaint in 25 words or less].

Attached are copies of [List the invoices, bills, letters, notices, contracts and receipts or other documents that you are including with your letter to support your complaint.]

Please contact me using the information shown above. I expect the courtesy of your reply by [insert a date 21 to 30 days after the date of your letter].

Thank you for your assistance.

Thanking you.

Yours Sincerely,

(The Sender's Signature)

The Sender's Name

Notice to Cancel Entire Order

This Letter should be written in The Letter-Pad of the Company.

From :

The Sender's Name,
Door Number and Street's Name,
Area Name,
City.
Postal Code : XXXXXXX
Phone Number : 0000 - 123456789
E-mail ID : sendersname@companywebsite.com

Date :

Reference :

TO :
Addressee's Name,
Designation,
The Company's Name,
Full Address with Phone Number.

Subject :

Dear _____,

Reference is made to our purchase order or contract dated (DATE) a copy of which is enclosed.

Due to your failure to ship the goods within the time required, we hereby cancel said order, reserving such further rights we may have.

Thanking you.

Yours Sincerely,

(The Sender's Signature)

The Sender's Name

Enc :

Notice to Cancel Shipment of Back-Ordered Goods :

From :

*The Sender's Name,
Door Number and Street's Name,
Area Name,
City.
Postal Code : XXXXXXXX
Phone Number : 0000 - 123456789
E-mail ID : sendersname@companywebsite.com*

Date :

Reference :

TO :

*Addressee's Name,
Designation,
The Company's Name,
Full Address with Phone Number.*

Subject :

Dear _____,

Reference is made to our purchase order or contract dated (DATE) a copy of which is attached. We have received a partial shipment and notice that certain goods are out of stock or on back order.

Please cancel our order for the back-ordered goods and adjust our invoice for goods received.

Thanking you.

Yours Sincerely,

(The Sender's Signature)

The Sender's Name

Enc :

3. Letters of complaint

Complaint letter template

	Your address 1] [Your address 2] [Your address 3] [Postcode]
	[Date]
	(If you are unsure of the contact details you can search the howtocomplain.com company database from any page on the website).
	[Name of contact person, if available] [Title, if available] [Company Name] [Consumer Complaint Department, if you don't have a contact name] [Company address 1] [Company address 2] [Company address 3] [Postcode]
	Re: [Account number, product, service etc]
	Dear [Contact Person or Sir/Madam],
	On [date], I [bought, rented, had serviced etc] a [name of product with model number, service performed etc] at [location and other details of the transaction].
	I am disappointed because your [product, service, billing etc.] has [not performed as it should, was wrong etc] because [state the problem as you understand it giving as much detail as possible].
	To resolve the problem I would appreciate your [state the action you require e.g. refund, service performed again etc]. Enclosed is a copy/are copies of the [receipt, contract etc].
	I look forward to hearing from you and to a resolution of this problem. I will wait for [set a time limit] before seeking help from [government agency, consumer group, lawyer etc (search Information section)]. Please contact me at the above address or by phone [give numbers].
	Yours sincerely
	[Sign]
	[Print Your Name]
	Enclosures: [state documents you have enclosed , if any] Cc: [Include Name, Company of anyone you have copied the lett

Shipper's cargo damage complaint held adequate under Montreal Convention

UPS Supply Chain Solutions, Inc. v. American Airlines, Inc. (N.D. Ill. Aug. 14, 2009). For a cargo damage claim, Article 31(2) of the Montreal Convention requires that “the person entitled to delivery must complain to the carrier forthwith after the discovery of the damage,” and, at the latest, within 14 days from the date of receipt of the cargo. Article 31(3) requires that such complaint be “in writing.” Article 31 does not contain any further requirements regarding the contents or form of the complaint.

In this case, American had agreed to transport *80 drums of fish oil* for UPS from Japan to Illinois. Upon arrival, the cargo spoiled because the drums were not refrigerated. Within the 14-day notice period, a UPS employee sent a letter to American stating as follows:

This is to inform you that our customer is refusing this shipment due to the fact that is the cargo of fish oil was left in a ULD and not kept cool. From what I understand the freight was left outside in a container during days reaching 80 degrees and the product spoiled. The product was valued well over \$80,000 USD. Please advise what the airline plans to do with this product. All your help is deeply appreciated.

American moved for summary judgment on the grounds that the letter failed to give adequate notice of UPS's complaint because it did not contain an express statement of UPS's intent to hold American liable for the cargo damage. The court rejected American's argument, holding that the text of Article 31 only required that the complaint give notice that the cargo had been damaged and that UPS's letter had adequately done just that.



Earthlink Cargo & Customs Service
5422 W. Rosecrans Ave. #B
Hawthorne, CA 90250

LOSS AND DAMAGE CLAIM FORM

Bill No.: _____ Date: _____

PO or Ref No.: _____ Claimant's Claim No. _____

This claim for \$ _____ is made against your company for:

Shipper: _____ Consignee: _____

Origin City: _____ Destination City: _____

Date Shipped: _____ Date Delivered: _____

DETAILED STATEMENT SHOWING HOW AMOUNT CLAIMED IS DETERMINED

(Number and description of articles, nature and extent of damage, invoice price of articles, amount of claim, and value) **All discounts, allowances, and salvage must be shown**

_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
Total Amount Claimed:	\$

The following documents have been submitted in support of this claim:

- | | |
|--|---|
| <input type="checkbox"/> Original/Copy of Bill of Lading | <input type="checkbox"/> Replacement Parts Invoice |
| <input type="checkbox"/> Carrier Inspection Report or Waiver | <input type="checkbox"/> Original Invoice from Supplier |
| <input type="checkbox"/> Original paid freight bill | <input type="checkbox"/> Other Documents _____ |

Notes / Remarks:

THE FOREGOING STATEMENT OF FACTS ARE HEREBY CERTIFIED AS CORRECT.

Claimant Signature: _____

Claimant Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

SHIPPER'S LETTER OF INSTRUCTIONS

U.S. PRINCIPAL PARTY IN INTEREST (USPPI) <small>(Name and address including ZIP code)</small>		SHIPPER: PLEASE BE SURE TO COMPLETE ALL SHADED AREAS	
ZIP CODE:			
USPPI EIN (IRS) NO. or ID NO.	PARTIES TO TRANSACTION <input type="checkbox"/> Related <input type="checkbox"/> Non-Related		PANALPINA <small>on 6 continents</small>
ULTIMATE CONSIGNEE <small>(Complete name and address)</small>			
INTERMEDIATE CONSIGNEE <small>(Complete name and address)</small>			
FORWARDING AGENT <small>(Complete name and address)</small> PANALPINA, INC.		Postal Address: www.panalpina.com	
PLACE OF RECEIPT		PORT/AIRPORT OF EXPORT	
PORT/AIRPORT OF UNLOADING		FINAL DESTINATION	
EXPORTING CARRIER		CONTAINERIZED <small>(Vessel only)</small>	
<input type="checkbox"/> USPPI filing EEL. AES ITN or Exemption/Exception Citation:		Shipper's instructions in case of inability to deliver consignment as assigned: <input type="checkbox"/> Abandon <input type="checkbox"/> Return to Shipper	
All Modes of Transportation		Vessel Only	
<input type="checkbox"/> EXW <input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input type="checkbox"/> FAS <input type="checkbox"/> FOB <input type="checkbox"/>		<input type="checkbox"/> DAP <input type="checkbox"/> DAT <input type="checkbox"/> DDP <small>Always insert NAMED Place / Port:</small>	
<input type="checkbox"/> AIR <input type="checkbox"/> OCEAN <input type="checkbox"/> TRUCK / RAIL <input type="checkbox"/> CONSOLIDATE <input type="checkbox"/>		Hazardous Materials <input type="checkbox"/> Yes <input type="checkbox"/> No <small>Routed Export Transaction <input type="checkbox"/> Yes</small>	
POINT (STATE) OF ORIGIN or FTZ NO.		COUNTRY OF ULTIMATE DESTINATION	
SHIPPING WEIGHT (Kilograms)		ECCN / EAR99	
QUANTITY IN SCHEDULE B / HTS UNIT(S)		License # / License Exception Symbol / NLR or other Authorization	
SCHEDULE B / HTS NUMBER AND COMMERCIAL DESCRIPTION <small>(VEHICLES: VIN / PRODUCT NUMBER / VEHICLE TITLE NUMBER)</small>		VALUE (US Dollars) <small>(cost if not stated)</small>	
D/F		DANGER	
Please provide classification and licensing information for all commodities / all values. Note: Attach a continuation sheet if above space is insufficient/more items.			
Information provided on this SLI including the first 6 digits of the HTS/Schedule B may also be used to fulfill destination country security reporting requirements.			
SHIPPER'S REF.#		DATE	
MARKS & NUMBERS:			
Cargo items tendered for air transportation are subject to inspection, aviation security controls by air carriers and, when appropriate, other government regulations. Copies of shipping documents showing the cargo's consignee, consignor, description and other relevant data will be retained on file until the cargo completes its air transportation. Air Shipments are also subject to inspection by Customs and Border Protection and/or Office of Export Enforcement.			
WE HAVE FORWARDED TO YOU THE DESCRIBED SHIPMENT VIA:		<input type="checkbox"/> YOUR TRUCK <input type="checkbox"/> OTHER CARRIER	
TRUCK LINE NAME		PRO NUMBER	
SHIPPER REQUESTS INSURANCE <input type="checkbox"/> No <input type="checkbox"/> Yes \$		PLEASE FAX OR EMAIL SCANNED DOCUMENTS	
DECLARED VALUE FOR CARRIAGE:			
Unless otherwise specified, the USPPI authorizes the forwarder named above to act as Forwarding Agent for export control, Census reporting, and Customs purposes, and to prepare and submit Electronic Export Information to the Automated Export System.		DOCUMENTS ENCLOSED:	
I certify that the statements made and all information contained herein are true and correct. 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 on 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).		SPECIAL INSTRUCTIONS: For Ocean Shipments only: <input type="checkbox"/> Bill of Lading / <input type="checkbox"/> Waybill	
Name (Duly authorized officer or employee):			
Signature:			
Title:			
Date:		Authentication <small>(when required)</small>	
Phone No.:		e-mail Address:	

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 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 to whom it may entrust the shipment.

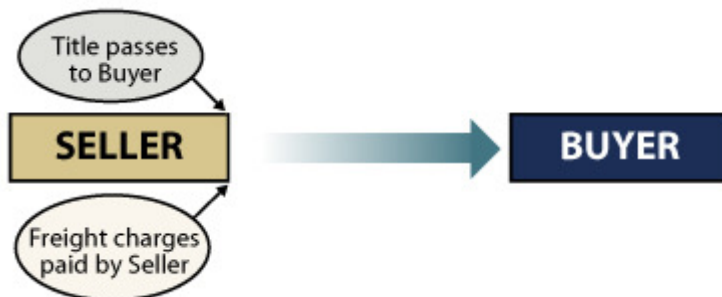
EFFECTS OF TERMS OF SALE ON DISTRIBUTION:

1. FOB Origin, Freight Collect



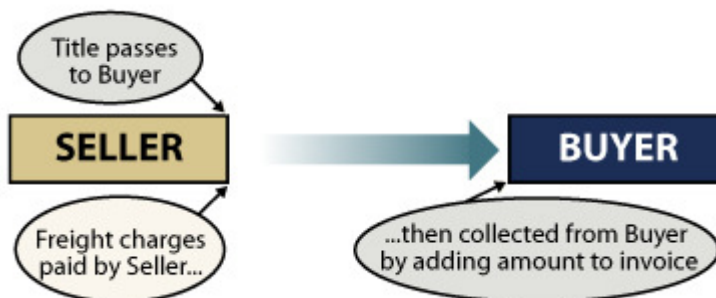
Buyer pays freight charges
Buyer bears freight charges
Buyer owns goods in transit
Buyer files claims (if any)

2. FOB Origin, Freight Prepaid



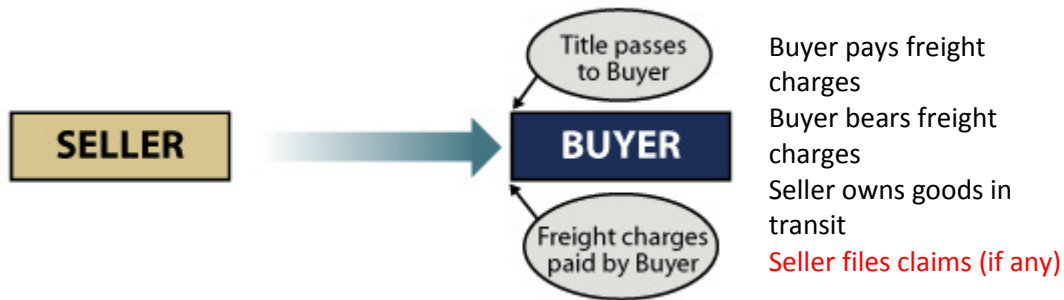
Seller pays freight charges
Seller bears freight charges
Buyer owns goods in transit
Buyer files claims (if any)

3. FOB Origin, Freight Prepaid and Charge Back



Seller pays freight charges
Buyer bears freight charges
Buyer owns goods in transit
Buyer files claims (if any)

4. FOB Destination, Freight Collect



5. FOB Destination, Freight Prepaid



6. FOB Destination, Freight Collect and Allowed

