



**Global**

**NFI Global / Shipper's Letter of Instructions**

The following document is used by NFI Global for all new international customers. The document is sent to the Shipper to complete in order for NFI to have a thorough understanding of their individual and customer needs. We ask that you complete the sections we have not completed on your behalf. If you are unclear as to how to answer a question, please leave blank.

**Shipper / Export of Record:** \_\_\_\_\_

**EIN Number / (U.S. Taxpayer ID #):** \_\_\_\_\_

**Pick-Up Address (If Different):** \_\_\_\_\_

**Mode of Transportation:** \_\_\_\_\_ **Air** \_\_\_\_\_ **Ocean** \_\_\_\_\_ **Truck**

**Equipment Required:** \_\_\_\_\_ (Please indicate the size and  
(Type of containers required. If domestic, please indicate Van size).

**Shipping Payment Terms:** \_\_\_\_\_ **Prepaid** \_\_\_\_\_ **Collect**

**Incoterms (International Terms of Sale):** \_\_\_\_\_ **Comments:** \_\_\_\_\_

**Insurance Required?** \_\_\_\_\_ **Type / Amount:** \_\_\_\_\_

**Consignee Name:** \_\_\_\_\_

**Ultimate Consignee:** \_\_\_\_\_

**Port of Discharge:** \_\_\_\_\_

**Address if Door Delivery:** \_\_\_\_\_

**Commodity / Freight Description:** \_\_\_\_\_

**Hazardous Materials:** \_\_\_\_\_

**Schedule B Numbers:** \_\_\_\_\_

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**License Number:** \_\_\_\_\_

**ECCN (If Required):** \_\_\_\_\_

**Number of Pieces to be Shipped:** \_\_\_\_\_

**Total Weight in lbs.** \_\_\_\_\_

**Required Pick-Up Date from Shipper:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Required Delivery Date to the Consignee:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Letter of Credit Instructions (If Applicable):** \_\_\_\_\_

(Please provide as much detail in regards to the Banks involved, special requirements, where documents are to be sent, etc.)

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

(Please use the Special Instructions section to add any information you deem as important or was not requested above).

Please indicate below the name of the person who completed this document, title, contact information and relationship to the shipment:

**Contact Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_