

SHIPPERS LETTER OF INSTRUCTION

Shipper's Name and Address Contact: Phone: Fax:	DCB International Limited P.O. Box 1257 203 Castle Street Dunedin New Zealand Phone: +64 3 477 5935 Fax: +64 3 477 5753 Email:
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Consignee's Name and Address Phone: Fax: Email:	Shipper Ref: Instruction / Handling Info:
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	SPECIAL REQUIREMENTS	YES	NO
Also Notify	PICK UP REQUIRED		
	HAZARDOUS / DG CARGO		
	DRAWBACK		
	LETTER OF CREDIT		
	ORIGINAL B/L (SEA ONLY)		
	INSURANCE REQUIRED		
	FUMIGATION		

PLEASE TICK THE OPTIONS YOU REQUIRE		CHARGES	PREPAID	COLLECT
SHIPPING MODE	AIRFREIGHT	ORIGIN LOCALS		
	SEAFREIGHT	FREIGHT		
DESTINATION PORT		INCOTERMS		
		DECLARED VALUE FOR CUSTOMS		

NUMBER OF PIECES & MARKS & NUMBERS	GROSS WEIGHT KGS	CBM	DESCRIPTION & QUANTITY OF GOODS
			ALL TIMBER MUST BE TREATED TO ISPM STANDARD.

Country of Origin	
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We hereby certify that the particulars on the face hereof are correct and you are hereby authorised as our Agent to arrange dispatch of the consignment as described hereon from point of origin and to prepare and sign you airway bill on our behalf in accordance with our Standard Trading Conditions. AND THAT INSOFAR AS any part of the consignment contains Dangerous Goods such part is properly described by name and is in proper condition for carriage by air according the International Air Transport Associations dangerous Goods Regulation. We also agree to abide by Aviation Security Procedure as per Department of Transport regulation guidelines.

Authorised By		Date	
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Special Notes for Personal Effects

- 1/ All Personal Effects are consigned to Airport or Sea port only. All local destination charges (including storage) from this point on are for the account of the consignee.
- 2/ All courier services do not cover any customs duty/taxes or government inspection fees, these charges will be for the account of the consignee. Some countries do not clear Personal Effects. This is the responsibility of the consignee.
- 3/ All cargo is subject to inspection from customs and/or other government authorities. Additional charges may apply. These are the consignees responsibility.

Declaration of Packing materials used:

- 1/ Has Straw Packing been used in the consignment listed above? Yes No
- 2/ **Timber Packing**
(Timber packing includes: Crates, Cases, Dunnage, Pallets, Skids and any other timber used as shipping aid)
- A/ Has Timber Packing been used in the consignment listed above? Yes No
- B/ ISPM15: Is all the timber marked with ISPM 15 compliant stamps Yes No
- 3/ **Bark** (Including ISPM 15 compliant packing)
(Bark is the external natural layer covering trees and branches. This material is distinct and separable from processed timber)
- A/ If the timber packing is used, is it free of Bark? Yes No

Cleanliness Declaration

I declare that the above consignment is cleaned and is free from material of animal and/or plant origin and soil.

Authorised By

Date

- 5/ If your consignment has wooden packaging, has it been treated? Yes No
- A/ Does it meet ISPM15 standards? Yes No
- 6/ If it hasn't been treated would you like us to arrange fumigation?
(Please note that certain countries do not accept fumigation, eg USA) Yes No

Insurance

Do you require us to Insure your goods

 Yes

 No

What value do you want your goods insured for? Please note there may be a excess.

NZ\$

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