

Sefco Export Management Company, Inc. SLI - Shipper's Letter of Instructions

For "fast lane processing" of your new booking request
Please complete our **SLI - EXPRESS BOOKING Form** (shown below)

Clients should sign the forms provided by our office for your particular shipment.

Instructions: How to Proceed with your New Booking Payment Information Terms of Service
Forms: SLI form EEI Export Authorization (US Exports) ISF Importer Security Filing Authorization (US Imports)
Commercial Export-Import Account Support Services: Pre-booking Support Service is available on a retainer basis. We ask new shippers (1st time with Sefco) to provide some additional background information: Shipper Profile .

Sefco Quote / Ref No (EX-) and/or quote date (if any)

Billing Details

Party Responsible for Payment of Sefco's quoted Shipping/Handling cost:

Account info / Company or Individual name

Account Phone #

Account street address:

Account Fax #

City:

Account mobile #

State:

Postal code:

Principal Email: E-Mail Response Address

Payment method

Bank Wire

Date of Payment

Amount

For retainers / booking deposits (only), additional payment options are available:
[Online Payment Processing](#)

Please send bank receipt or FedEx tracking info

deposit amount, or full payment of quote

Booking requests/reservations require payment in order to be processed.

Account history / Are you a new SEFCO account? / or do you have a Prior Booking with SEFCO?

New Account

Referral by <small>(name/company or other, leave blank if none)</small>	<input style="width: 90%; height: 15px;" type="text"/>
Prior Sefco Booking <small>[Known Shippers]</small>	First Time Sefco Account <small>[Unknown Shippers]</small>

Identification Required

Senders info / Shipper/Cargo Owners Name at origin (if different from billing party)

Cargo Owner/Seller at origin and/or USPPI (U.S. Principal Party in Interest / for US Exports)

Company or Individual Name: USPPI Name (owner/seller at origin)

Phone #: USPPI phone (at origin)

Identification / please advise one of the following

(A) Sellers/Company - EIN (US tax ID): Company ID no, EIN

Contact person:

or (B) Individual - Passport No.: Personal ID no, Passport

Passport country:

(1) **Individuals - Show ID** - Email the photo ID page of your individual **passport**, to: docs@sefco-export.com

(2) **US Exporters** - Sign, Scan and Email to us the EEI LOA letter of authorization.

Required to file the AES/US Customs EEI Export Declaration on your/shippers behalf:

www.sefco-export.com/documents/EEI-LOA.pdf

A copy of your signed authorization will be kept on file, for future shipments.

Cargo Origin / Please write down the actual physical address from where the cargo is starting its journey.

Cargo Origin street address:

Cargo Origin city

Cargo Origin state

Cargo Origin zip

Company / contact person name:

Contact person name at origin

Contact persons phone #:

Cargo Origin phone

Origin contact persons email address:

Cargo will be ready for shipment on month/day/year

Client FedEx acct # (for return of original docs, if any)

Receivers info / Consignee Overseas / Destination

Name: Ultimate Consignee name

Phone #: Phone Number at destination

Address: Destination street address

Fax #:

City: Destination city

Mobile #:

Postal Code: Destination postal code

Email:

Country: Destination country

Contact person: Destination contact name

Commodity Information

Personal Property (not for re-sale)

Any hazardous commodity?

Commercial Cargo:

Commodity Description, Measure

USD value (for AES/EEI Export Declaration)

Gross weight in KG

Is this a vehicle? Scan and email (or fax) Sefco a copy of vehicle title(s)

Email: info@sefco-export.com Fax: 718-732-2863

Write in &/or send: copy of packing list, bill of sale, full description including

Vehicle year/make/model:

length x width x height
 and complete details for multiple vehicles
 Commodity HS Code number (if known)

 If unsure leave blank and Sefco will assist.

VIN/Product ID Serial Number:
 Vehicle Title Number: Title State:
 Vehicle operable

Marine or Air cargo insurance? USD insured value (if different than above)

Cargo Size / Container Type
 RoRo shipping / RoRo cbm size
 LCL shipping / LCL cuft/cbm size
 FCL shipping / FCL container type

INTERNATIONAL TRANSPORTATION ROUTE

Port of Loading: Origin - Port of Export
 Port of Arrival: Destination - Port of Unlading
 Country of Destination: Country of Destination
 Place of Delivery:
 ("DDC" door delivery available at extra cost)

All orders are subject to Sefco's normal terms & conditions for service.
 A copy of our terms of service (tos) is available online at: www.sefco-export.com/termsofservice.htm

I have read and agree to Sefco's normal terms and conditions for service.

Shipper Signed Authorization (input name)

Signature of Shipper or Shipper's Authorized Agent

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 Main/Admin Tel (888) 268-0565 Main Fax: (718) 732-2863
 Email: info@sefco-export.com