

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

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To avoid costly corrections to export documentation due to illegible writing, please type all information, review it for completeness and then sign at the bottom.  
Printer friendly PDF version: <http://www.sefco-export.com/shipping/sli.pdf>

Today's Date: \_\_\_\_\_

Quote reference Number (EX-) \_\_\_\_\_

OR Online Rate Guide (<http://www->) \_\_\_\_\_

**Shipper:**

Name:\* \_\_\_\_\_ Phone #:\* \_\_\_\_\_  
Address:\* \_\_\_\_\_ Fax #: \_\_\_\_\_  
City:\* \_\_\_\_\_ Mobile #: \_\_\_\_\_  
State:\* \_\_\_\_\_ Zip:\* \_\_\_\_\_ Email:\* \_\_\_\_\_

Please complete one of the following lines: **\*required information**

Company EIN: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Foreign Passport No.: \_\_\_\_\_ Country: \_\_\_\_\_

**Consignee Overseas:**

Name:\* \_\_\_\_\_ Phone #:\* \_\_\_\_\_  
Address:\* \_\_\_\_\_ Fax #: \_\_\_\_\_  
City:\* \_\_\_\_\_ Mobile #: \_\_\_\_\_  
Postal Code:\* \_\_\_\_\_ Email:\* \_\_\_\_\_  
Country:\* \_\_\_\_\_

**Commodity Information**

Personal Property (goods not for re-sale):  
 Yes  No

Is there anything hazardous  
within this consignment?  Yes  No

Vehicles (if any):

Attach copy of vehicle title

Commercial Cargo:

Attach copy of packing list,  
bill of sale (required for AG equipment)  
full description including exact:  
length x width x height

Year: \_\_\_\_\_ Make: \_\_\_\_\_

Model: \_\_\_\_\_

Product Serial Number or Vehicle I.D. Number: \_\_\_\_\_

Vehicle Title Number and State of Issuance: \_\_\_\_\_

Is the vehicle operable?  Yes  No

**Collection Information:**

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Shall Sefco Export Management Company, Inc. arrange pick-up of your commodity?  Yes  No

Requested collection date:

Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

For cargo being sold by supplier: Sellers (USPPI) Tax ID number (EIN) \_\_\_\_\_

Any other details for pickup of cargo: \_\_\_\_\_

When would you like to ship your commodity?

Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

Port of Loading:\*

\_\_\_\_\_

Port of Arrival:\*

\_\_\_\_\_

Place of Delivery:

("DDC" door delivery available at extra cost)

\_\_\_\_\_

Marine Cargo Insurance?\*

 Yes  No

Value to be Insured:

\_\_\_\_\_

Value for U.S. Customs Purposes:\*

(if different than above)

\_\_\_\_\_

Payment enclosed or being sent by bank wire?\*

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

 Yes  No

All orders are subject to Sefco's normal terms &amp; conditions for service.

A copy of our standard contract terms of service (tos) is available online at : [www.sefco-export.com/online\\_tos.htm](http://www.sefco-export.com/online_tos.htm)

SEFCO's normal terms &amp; conditions for service.

Buyer/Shipper agree to the following contract terms &amp; conditions:

1. By Buyer/shipper/owner's signature, Sefco Export Management Company, Inc., "company", and transporters or agents, jointly and separately, are authorized to operate and/or transport the vehicle(s), goods, &/or product(s)

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

Signature of Shipper or Shipper's Authorized Agent

Sefco Export Management Company, Inc.  
 1 Ascan Avenue, Suite PH-74 Forest Hills, NY 11375  
 Main/Admin Tel (718) 268-6233 Main Fax: (718) 732-2863  
 Email: [info@sefco-export.com](mailto:info@sefco-export.com)