


SHIPPER'S INSTRUCTION TO ARRANGE FOR SHIPMENT OF GOODS

1. From Shipper ("The Customer") Business Reg. No. _____ Tel No. _____ Known Consignor Yes <input type="checkbox"/> Reg No. _____ No. _____		To The Agent 		Export licence no. Cert. of origin no.	
2. Consignee		OTS FORWARDING (H.K.) LTD 香港油塘崇德圍 2 號 2 SHUNG TAK WAI, YAU TONG, KOWLOON, HONG KONG Tel: (852) 2333 4848 FAX: (852) 2333 4744 E-mail:ots@com.hk			
3. Notify Party		10. Air Freight Charge: <input type="checkbox"/> To be Prepaid <input type="checkbox"/> To be Collected (If services is available) 11. Other Charge: <input type="checkbox"/> To be Prepaid <input type="checkbox"/> To be Collected (If services is available) Country of origin (Goods)			
4. MAWB No.		5. HAWB No.		12. Special Instructions:	
6. Name of Carrier		7. Departure Airport HONG KONG			
8. Destination		9. Airline Counter- Sign <input type="checkbox"/> Yes <input type="checkbox"/> No.			
Marks Nos. :		13. No. and Kind of Packages: Description of Goods		14. Gross Weight	
15. Measurement		16. Specify		17. Declared Value for Customs	
18. Declared Value for Carriage		19. Insurance Amount		20. Shipper's COD	
Documents to accompany airwaybill or house airwaybill					
Packing list <input type="checkbox"/> Commercial Invoice <input type="checkbox"/> Certificate of Origin <input type="checkbox"/> Consular Invoice <input type="checkbox"/>					
The Agent acknowledges receipt of the above instructions from the Customer. This acknowledgement does not constitute an acceptance of the instructions by the agency. Acceptance of the instructions will be made by way of the issue of the Agent's House Air Waybill, House Airbill, Air Consignment Note or the Air Carrier's Air Waybill or other such similar documents Where goods or documents are delivered to and accepted by the Agent before the Agent accepts the Customer's instructions, no liability whatsoever for such goods or documents will be accepted by the Agent. If, however, the agent is held to be liable, all the provisions of limitation of liabilities specified in the Condition of Contract overleaf will apply. The Customer shall reimburse the Agent with all expenses and costs incurred and will indemnify the Agent for all losses and liabilities howsoever caused. Signature and stamp			SHIPPER'S DECLARATION 1 The Customer declares that all descriptions, values and other particulars furnished herein are accurate and complete. The Customer undertakes to indemnify the Agent against all losses damages expenses fines and any other liabilities whatsoever arising from any inaccuracy or omission, even if such inaccuracy or omission is not due to any negligence 2 The Customer declares that pursuant to Condition 15 of the Conditions of Contract overleaf it shall be responsible for all charges and expenses relating to the goods whether or not the charges and expenses are to be prepaid or collected. 3 The undersigned authorized officer of the Customer hereby declares that he has read the Conditions of Contract overleaf and the terms and conditions appearing on this page and that he fully understands them and agrees on behalf of the Customer that they should form part of the contract which, upon acceptance to the above instructions by the Agent, will be concluded between the Customer and the Agent.		
Date (Month / Day / Year)			21. Signatory's Name in Block Letters 22. Signature and Stamp 23. Date (Month/Day/Year)		

Consolidation services are subject to the Company's Conditions of Contract as printed on the reverse of the Company's House Air Waybill.
 Any other service is subject to the Company's Standard Trading Conditions. Copies available on request