|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SHIPPERS LETTER OF INSTRUCTION** | | | | | | | |
| Shipper  Customs Code: | | | | **Country of Origin** | | **BOOKING REF:** | |
| **SHIPPER REF:** | |
| **Consignee (if "To Order" so indicate)** | | | | **Original Documents to be forwarded to:** | | | |
| **Notify Party** | | | | **H:\GeoffH\logos\vanlogo.jpg**  *Terms & Conditions:-All business transacted to the company’s standard trading conditions, as amended April 2014 or the terms and conditions set out in the company’s bill of lading or air waybill when issued. Refer to our website* [*www.burnard.co.nz*](http://www.burnard.co.nz) | | | |
| Intended Vessel and Voyage no | | |  |
| Intended Port of Loading |  | | |  | | | |
| Intended Port of Discharge | Final Destination | | | Total Number of Containers/Packages received by the Carrier | | | |
| **Marks and Numbers** | **Number and kind of packages** | **Description of Goods and Container Number(s)** | | | **Gross Weight**  **(kg’s)** | | **Measurement**  **(m3)** |
|  |  |  | | | **VGM\*** | | **Total:** |
| **INCOTERM:**  **Charges:**  Please mark **X** against desired instructions. PREPAID COLLECT  FREIGHT  NEW ZEALAND LOCAL CHARGES  CLEARANCE & DELIVERY AT DESTINATION | | | | | | | |
| **Other Instructions:**  Please mark **X** against desired instructions.  PLEASE ARRANGE INSURANCE Yes No  PLEASE ARRANGE LETTER OF CREDIT Yes No  HAZARDOUS CARGO Yes No  PLEASE ARRANGE FUMIGATION Yes No | | | | | | | |

**\*VERIFIED GROSS MASS – FCL = TOTAL PER CONTAINER (CARGO + PACKING WEIGHT + TARE)**

**\*VERIFIED GROSS MASS – LCL = TOTAL PER CONSIGNMENT (CARGO +PACKING WEIGHT EVALUATION)**

**EVALUATION METHOD**  (please tick box)

METHOD 1 (by weighing) – whole container weighed when packed and sealed

METHOD 2 (by calculation) – total cargo weight of all packages + dunnage/pallets etc + container TARE

I hereby certify that weights declared on this shipment are true and correct and weighing of cargo has been done in compliance of the Safety of Life at Sea Convention (SOLAS) regulation of IMO (Section 5.1 of IMO SOLAS Guidelines).

AUTHORISED SIGNATURE…………………………………………………… NAME…………………………………………… DATE……………………

Note: If cargo is destined for USA please supply all contact details for your consignee/receiver.