

Shipper's Letter of Instruction

**SHIPPER'S INSTRUCTIONS & CONFIRMATION MEMO**

I. E. LOWDEN & CO. - International Freight Forwarders 275 Battery Street, Suite 400, San Francisco, CA 94111  
 FMC#87 PHONE: (415) 781-7040 FAX: (415) 392-3970

SHIPPER / EXPORTER		SHIPPER TO ENTER INFO & SEND TO LOWDEN OR LOWDEN TO RECORD INFO FROM PHONE CALL THEN ADD INFO & SEND TO SHIPPER OR OTHERS		LOWDEN FILE NO. SF010
		EXPORTER'S REFERENCE	SHIPPER'S REP	
		SERVICE CONTRACT	LOWDEN'S REP	
CONSIGNEE		OCEAN CARRIER		
		BOOKING NUMBER	DATE BOOKED	
		POINT & COUNTRY ORIGIN		
NOTIFY PARTY		SUPPLIER / LOCATION OF CARGO FOR PICK UP		
LAST RECEIVING DATE & TIME	SAIL DATE	ARRIVAL DATE		
PIER / TERMINAL		TERMINAL CHARGES PREPAID COLLECT		
TRUCK / RAIL CARRIER		PLACE OF RECEIPT	OCEAN FREIGHT CHARGES PREPAID COLLECT	
VESSEL / VOYAGE		PORT OF LOADING	TEMPERATURE SETTINGS VENTS	
PORT OF DISCHARGE		PLACE OF DELIVERY	RATES & COMMENTS	
MARKS & NUMBERS	NUMBER OF PACKAGES	DESCRIPTION OF CARGO (SHOW SUFFICIENT DETAIL TO DETERMINE SCHEDULE B NUMBER)	GROSS WEIGHT & CUBIC MEASURE	NET QUANTITY, UNITS, & FOB VALUE FOR SED

DECLARED VALUE FOR BL:  
 \$\$\$

HAZARDOUS: YES\_\_\_ NO\_\_\_ EXPORT LICENSE: YES\_\_\_ NO\_\_\_ NEED MARINE INSURANCE: YES\_\_\_ NO\_\_\_  
 (Additional details and documents required if hazardous or licensed)

**POWER OF ATTORNEY - DESIGNATION OF FORWARDING AGENT**  
 I hereby authorize J. E. Lowden & Co. to act as our forwarding agent for export control and customs purposes, and to perform other acts to facilitate this export shipment on our behalf. We also authorize J. E. Lowden & Co. to delegate this authority to their agents or representatives.  
 Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Title: \_\_\_\_\_ Shipper's EIN: \_\_\_\_\_  
 Required unless a separate power of attorney is on file at J. E. Lowden & Co.

**TRANSMITTAL RECORD**  
 DATE OF INSTRUCTIONS FROM SHIPPER \_\_\_\_\_  
 INSTRUCTIONS BY: PHONE\_\_\_ FAX\_\_\_ IN PERSON\_\_\_  
 DATE MEMO SENT BY FORWARDER:\_\_\_  
 SUBSEQUENT COMMUNICATIONS:  
 TO \_\_\_\_\_ FROM \_\_\_\_\_ DATE \_\_\_\_\_  
 TO \_\_\_\_\_ FROM \_\_\_\_\_ DATE \_\_\_\_\_  
 TO \_\_\_\_\_ FROM \_\_\_\_\_ DATE \_\_\_\_\_

808-061211