

Seafreight Shippers Letter of Instruction

VANGUARD LOGISTICS

Shipper:				Vanguard Booking Number:		
				Booked by (Company Name):		
				Shippers Reference Number:		
				Consignee Reference Number:		
Email Address:				Shipment Terms:		
Phone:				Quote Number:		
Consignee:				VLS to arrange EDN:	YES	NO
				If NO, please provide CAN:		
				If YES, Country of Origin of goods: (State if country is Australia)		
				VLS to arrange Pick Up:	YES	NO
Email Address:				If YES, please provide Pick Up Address:		
Phone:						
Notify Party:				Between the Hours:		
				Special Pick Up instructions:		
				Hazardous Cargo:	YES	NO
				Original HBL Required:	YES	NO
Email Address:				HS Number:		
Phone:				VLS to obtain FCL VGM:	YES	NO
Vessel:				Port of Loading:		
Discharge Port:				Final Destination:		
Marks & Numbers	Number and Type of packages	Good Description			Gross Cargo Weight (KG)	Total CBM Measurement
Special Instructions:						
Charges Payable by:	Shipper	Consignee	Other	If other, please state	Signed:	
Origin Cartage					Date:	
Export Clearance & Doc					Phone Number:	
Freight				Name:		
Destination Charges				Email Address:		
Delivery Address				Delivery Instructions		
Stevenson Logistics Lot R111/R111 Koorunga Place North Fremantle, WA 6159 Delivery Hours: Monday – Friday 7:30am - 3:30pm				- Cargo must have shipping marks & numbers - Cargo must be labelled with the Vanguard Booking Number.		

vanguardlogistics.com

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All business undertaken is subject to the Company's Standard Trading Conditions, which may limit or exclude the Company's liability and contain indemnities benefiting the Company, copies of which are available upon request.