

Shipper's 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 Export Entry:		YES	NO
			If NO, please provide CEDO:			
			HS Number:			
			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:						
Phone:			VLS to obtain FCL VGM:		YES	NO
Vessel / Voyage:				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 – Vanguard booking number and vessel details must be shown on carters note						
Auckland – Vanguard Logistics 7 Landing Drive, Airport Oaks, Auckland Opening Hours: 0730 – 1600, Weekdays		Lyttelton - Vanguard Logistics 268 Main South Road, Christchurch Opening Hours: 0800 – 1615, Weekdays			Wellington – Super Freight 42-44 Waione Road, Petone Opening Hours: 0900 – 1600, Weekdays	

vanguardlogistics.com

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.