


1.a. EXPORTER (Name and address including ZIP Code)		 <b>greenworldwide</b> SHIPPING			
b. EXPORTERS' EIN (IRS) NO.	C. PARTIES TO TRANSACTION				
		Related	Unrelated	9. DATE OF EXPORTATION	BILL OF LADING/AIR WAYBILL NO.
4a. ULTIMATE CONSIGNEE		8. SHIPPER'S REFERENCE			
b. INTERMEDIATE CONSIGNEE		6. POINT (STATE) OF ORIGIN OR FTZ NO.			
5. FORWARDING AGENT Green Worldwide Shipping, LLC 619 East College Avenue, Suite F Decatur, GA 30030		7. COUNTRY OF ULTIMATE DESTINATION			
LOADING PIER (Vessel only)		MODE OF TRANSPORT (Specify)		10. SHIPPER <u>MUST</u> CHECK	
				AIR      OCEAN PREPAID      COLLECT	
EXPORTING CARRIER		PORT OF EXPORT		23. SHIPPER'S INSTRUCTIONS IN CASE OF INABILITY TO DELIVERY CONSIGNMENT	
PORT OF UNLOADING (Vessel and air only)		CONTAINERIZED (Vessel only)		ABANDON      RETURN TO SHIPPER DELIVER TO	
		Yes      No		SHIPPER'S NOTE:	
24. SHIPPER REQUESTS INSURANCE		IF YOU ARE UNCERTAIN OF THE SCHEDULE B NO. DO NOT TYPE IT IN			
Yes      No		22. SPECIAL INSTRUCTIONS:			
12. MARKS AND NOS. AND KINDS OF PACKAGES					
SCHEDULE B DESCRIPTION OF COMMODITIES (USE COLUMNS 17-19)		Issue Ocean Documents as <input type="checkbox"/> Original <input type="checkbox"/> Express Release			
11. D/F	17. SCHEDULE B NUMBER ( <a href="#">Click for Search Link</a> )		13. QUANTITY SCHEDULE B UNITS	14. SHIPPING WEIGHT SPECIFY LBS OR KGS	16. VALUE IN USD
18. VALIDATED LICENSE NO./GENERAL LICENSE SYMBOL		20. ECCN (When required)		NOTE: The Shipper or his authorized agent hereby authorizes the above named Company, in his name and on his behalf, to prepare any export documents, to sign and accept and documents relation to said shipment and forward this shipment in accordance with the conditions of carriage and the tariffs of the carriers employed. The shipper guarantees payment of all collect charges in the event the consigned refuses payment. Hereunder the sole responsibility of the Company is to use reasonable care in the selection of carriers, forwarders, agents and others to whom it may entrust the shipment.	
For Air Freight shipments: In Accordance with the regulations issued by the Department of Homeland Security and the Transportation Security Administration, I am hereby consenting to the screening of this shipment through TSA approved screening methods, including but not limited to physical search.					
24. I certify that all statements made and all information contained herein are true and correct and that I have read and understand the instructions for preparation of this document, set forth in the "Correct Way to Fill Out the Shipper's Export Declaration" I understand that civil and criminal penalties, including forfeiture and sale, may be imposed for making false or fraudulent statement herein, failing to provide the requested information or for violation of U.S. laws on exportation (13 U.S.C. Sec. 205; 22 U.S.C. Sec. 401; 18 U.S.C. Sec 1001; 50 U.S.C. App. 2410).					
Signature		TITLE			
Company					
Date					
Phone					



## SHIPPER'S LETTER OF INSTRUCTION

The Shipper's Letter of Instruction is just that - a "letter" from the Shipper instructing the Freight Forwarder how and where to send the export shipment. In preparing this form, the Shipper also fills in most of the information required on the Shipper's export Declaration, form 7525V (the Freight Forwarder will complete the rest).

1. EXPORTER - the name and address of the principal party responsible for effecting export from the United States. The exporter as named on the validated export license. Report only the first five digits of the zip code.
  - 1.b. EXPORTER EIN NUMBER - the exporter's Internal Revenue Service Employer Identification Number (EIN) or Social Security Number (SSN) if no EIN has been assigned.
  - 1.c. PARTIES TO TRANSACTION - when either the U.S. exporter or the foreign consignee owns (directly or indirectly), at any time during the fiscal year, 10 percent or more of the voting securities of the incorporated business enterprise, including a branch, the transaction is between RELATED parties. Otherwise the transaction is between UNRELATED parties.
- 4.a. ULTIMATE CONSIGNEE - the name and address of the person/company to whom the goods are shipped for the designated end use, or the party so designated on the Export License.
- 4.b. INTERMEDIATE CONSIGNEE - the name and address of the party who effects delivery of the merchandise to the ultimate consignee, or the party so named on the export license.
5. FORWARDING AGENT - the name and address of the duly authorized forwarder acting as agent for the exporter.
6. POINT (STATE) OF ORIGIN OR FTZ NO. - the 2-digit U.S. Postal Service abbreviation of the state in which the merchandise actually starts its journey to the port of export, or (b) the state of origin of the commodity of greatest value, or © the state of consolidation, or (d) the Foreign Trade Zone Number for Exports Leaving an FTZ.
7. COUNTRY OF ULTIMATE DESTINATION - the country in which the merchandise is to be consumed, further processed, or manufactured the final country of destination, as known to the exporter at the time of shipment; or country of ultimate destination, as shown on the validated export license.
8. SHIPPER'S REFERENCE NUMBER - Shipper's reference with freight forwarder.
9. DATE - date shipment sent to forwarder.
10. SHIP VIA - method of shipment required.
11. D/F - D (domestic exports) - merchandise grown, produces or manufactured (including imported merchandise which has been enhanced in value) in the United States. F (foreign exports) - merchandise that has entered the United States and is being exported in the same condition as when it entered.
12. MARKS, NOS., & KINDS OF PACKAGES - indicates the numbers and kinds of packages (boxes, barrels, cases) and any descriptive marks, numbers, or other identification shown on the packages. Such marks and numbers are required to be placed on the outside of all packaged goods whenever feasible. SCHEDULE B NUMBER - the 11 digit commodity number as provided in the Harmonized Schedule B - Statistical Classification of Domestic and Foreign Commodities Exported from the United States. The eleventh digit should be typed in the Check Digit column.
13. QUANTITY - SCHEDULE B UNIT'S) - (for vessel and air shipments) the gross shipping weight in kilos, including the weight of containers but excluding carrier equipment.
14. SHIPPING WEIGHT - (pounds) - the gross shipping weight in pounds of the commodities being shipped, not including weight of shipping container.
15. CUBIC METERS - length X width X height in meters, not required, but helpful.
16. VALUE (U.S. DOLLARS, OMIT CENTS) - the selling price, or cost if not sold, for the number of items recorded in the quantity field when they were sold by the vendor to the purchaser.
17. HARMONIZED SCHEDULE B DESCRIPTION - a proper identifying description of the commodity as known in the country of production or exportation. This should be sufficient to permit verification of the Harmonized Schedule B Commodity Number, or the description shown on the export license.

18. VALIDATED LICENSE NO./GENERAL LICENSE SYMBOL - export license number and expiration date or general license symbol.
19. DULY AUTHORIZED OFFICER - Signature of Exporter authorizing the named agent to effect the export when such agent does not have the formal power of attorney.
20. ECCN - (when required) Export Control Commodity Number - the ECCN number of commodities listed on the Commodity Control List (commodities subject to U.S. Department of Commerce export controls) in the Export Administration Regulations.
21. SHIPPER MUST CHECK - specifies whether shipper (prepaid) or consignee (collect) will pay freight charges.
22. SPECIAL INSTRUCTIONS - used to inform forwarder of any special instructions, such as a specific carrier to be used, special telex notification, required certifications, etc.
23. SHIPPER'S INSTRUCTIONS - instructs the forwarder how to dispose of the shipment in the event it proves to be undeliverable abroad.
24. INSURANCE - used when insurance is required, and the shipper wishes to use an insurer chosen by the Forwarder. The amount is usually 110% of the shipment value plus freight.