


Shipper 托運人  Tel. No. _____ Fax. No. _____ Consignee 收貨人  Tel. No. _____ Fax. No. _____ Notify party 通知人  Tel. No. _____ Fax. No. _____ Name of Carrier 航空公司 Departure Airport 出發機場 Destination Airport 目的地機場 Airline Countersign 航空公司加簽 <input type="checkbox"/> Yes <input type="checkbox"/> No Special Instruction 特別指示		MAWB No. _____ HAWB No. _____ <div style="text-align: center;">  <b>Gateway Global Logistics (HK) Limited</b>  <b>意達物流(香港)有限公司</b> </div> Main Office 辦事處: Unit 1608, 16/F, Kerry Cargo Centre, 55 Wing Kei Road, Kwai Chung, New Territories, Hong Kong. 香港新界葵涌永基路五十五號 嘉里貨運中心十六數一六零八室 Tel : (852) 2408 8830 Warehouse 貨倉: Unit 201, 2/F, Kerry Cargo Centre, 55 Wing Kei Road, Kwai Chung, New Territories, Hong Kong. 香港新界葵涌永基路五十五號 嘉里貨運中心二數二零一室 Tel : (852) 2408 8830 <p style="text-align: center;"><b>Please fax all bookings to (852) 2419 9686</b></p>				
<b>SHIPPER'S LETTER OF INSTRUCTIONS</b>						
Type of Service Required 托運服務						
<input type="checkbox"/> IATA <input type="checkbox"/> Charter <input type="checkbox"/> Consolidation						
Additional Service Required 特別服務						
<input type="checkbox"/> Export Declaration <input type="checkbox"/> Export License <input type="checkbox"/> Others (please specify) _____						
Payment Terms 運費安排						
Prepaid 預付 <input type="checkbox"/> Local Charges <input type="checkbox"/> Freight Charges <input type="checkbox"/> Insurance <input type="checkbox"/> Others Collect 到付 <input type="checkbox"/> Local Charges <input type="checkbox"/> Freight Charges <input type="checkbox"/> Insurance <input type="checkbox"/> Others						
<b>Details of Cargo Declared by Shipper (said to contain)</b>			Gross Weight Kilos 毛重	Country of Origin 原產地		
Marks and Numbers 唛頭及號數	Quantity and Type of Package 件數及包裝	Description of Goods 貨物名稱				
Total Number of Packages 總件數 _____						
Shipper's Declaration: 托運人申報貨物金額						
<input type="checkbox"/> Value for Customs (報關金額) _____ <input type="checkbox"/> Value for Carriage (托運金額) _____						
Insurance to be arranged by 貨物保險安排			Sum Insured 投保金額	Currency (please specify) 貨幣		
<input type="checkbox"/> Gateway Global Logistics (HK) Limited <input type="checkbox"/> Carrier <input type="checkbox"/> Shipper						
Documents to be accompanied 附寄文件						
<input type="checkbox"/> Commercial Invoice(s) _____ <input type="checkbox"/> Packing List _____ <input type="checkbox"/> Export License _____ <input type="checkbox"/> Air Waybill / House Air Waybill <input type="checkbox"/> Consular Invoice _____ <input type="checkbox"/> Certificate of Origin _____ <input type="checkbox"/> Others (please specify) _____						
<b>REMARKS</b> 1) The undersigned expressly declares that all descriptions, values and other particulars furnished herein are accurate and complete. The undersigned undertakes to indemnify the Agent/Carrier against all losses, damages, fines, expenses and any other liabilities whatsoever arising from any inaccuracy or omission. 2) The undersigned declares that pursuant to Clause 19 of the Trading Terms and Conditions printed overleaf, he/she is responsible for all charges and expenses relating to the shipment whether or not the charges and expenses are to be prepaid or collected, whether the shipment is abandoned at destination or returned to the undersigned at his/her request, or for any reason it is impossible to make delivery of the shipment within a reasonable time and in such event, the consignee refuses or is unable to pay any or all charges due for this consignment. 3) The undersigned declares that he/she has read the Trading Terms and Conditions printed overleaf as well as the Conditions of Contract appear on this page (the front page) and agrees on his/her Company's/own's behalf. 4) The undersigned further agrees to settle all prepaid charges in accordance with the Credit Terms otherwise an interest of 2% over prime rate shall be levied on the overdue account. 5) The undersigned is liable to pay all freight or charges due to GATEWAY GLOBAL LOGISTICS (HK) LIMITED or its agents or its contractors or the actual carrier if the shipment is abandoned, refused by the consignee, returned at shipper's request, confiscated by the customs or any other reasons cannot be delivered within a reasonable time.			Name of Shipper: 托運人 (Known Consignor Code: 已知托運人編號 _____)			
			Tel. No. 電話 _____		Contact Person: 聯絡人 _____	
			Address: 地址 _____			
			Company Chop and Signature 簽名及公司蓋印 _____			
<b>FOR OFFICE USE ONLY</b>						
Application Checked By _____		Documents Checked By _____		Export Licence Applied _____		
Date: _____						

**The Trading Terms and Conditions printed overleaf are an integral part of this letter of instructions, a copy of which is available upon request.**



