


Shipper's Letter of Instruction

Shipper/Exporter:	Booking No: _____	
		AIR FREIGHT <input type="checkbox"/> SEA FREIGHT <input type="checkbox"/>
Consignee/Receiver:	PORT OF LOADING	PORT OF DISCHARGE
	SHIP VIA (FLIGHT / VESSEL DTLS)	DATE
	TYPE OF SERVICE <input type="checkbox"/> Port to Port <input type="checkbox"/> Door to Port	

FREIGHT CHARGES All shipments must be prepaid – Cash, Direct Debit, EFPTOS	INSURANCE IS NOT COVERED FOR THIS SHIPMENT UNLESS FORMALLY REQUESTED. IF INSURANCE REQUIRED PLEASE REQUEST FOR A QUOTE. UB FREIGHT WILL NOT BE LIABLE FOR ANY DAMAGES OR LOST ITEMS. DO YOU REQUIRE INSURANCE? YES <input type="checkbox"/> NO <input type="checkbox"/>
FREIGHT CHARGES _____ EXTRAS: BOX/PALLET/PACKING _____ TOTAL FREIGHT CHARGES NZD _____	

Marks & Numbers	No & Kind of Packages	Description	Weight	Cube

NO DANGEROUS GOOD ALLOWED. DANGEROUS GOODS INCLUDE AERSOL CANS, BATTERIES, ITEMS CONTAINING BATTERIES, PERFUMES, PETROL ENGINES, PAINT, GLUE, IF YOU ARE UNSURE ABOUT ANY OF THESE ITEMS IN YOUR BAGGAGE PLEASE ASK OUR STAFF. ALL SHIPMENTS ARE SECURITY SCREENDED BY X-RAY. IF UNDECLARED DANGEROUS FOODS ARE FOUND, THE SHIPMENT WILL NOT BE LOADED ON THE AIRCRAFT AND A NZ \$50.00 FEE WILL APPLY TO REMOVE THE DANGEROUS GOODS AND RE-SUBMIT THE SHIPMENT.

CONDITIONS OF ACCEPTANCE

- Contents. The following relates to contents of your bags or parcels. You are declaring below that you have no dangerous goods items in your bags or parcels presented for carriage. If in doubt, please ask our staff. They will be able to advise you on the items classified as acceptable for unaccompanied baggage. Dangerous Goods – Dangerous goods are articles or substances which are capable of posing a significant risk to health, safety, or property when transported by air or sea.
- Is this your personal property- YES / NO
- Are there any items in your bags parcels that you did not pack yourself? YES / NO
- The items can be opened and inspected for international security reasons.
- It is the responsibility of the consignee/receiver to pay for all airport and sea port destination charges including any taxes to Customs and government departments.

I HAVE READ AND UNDERSTOOD THE CONDITIONS OF ACCEPTANCE AND CERTIFY THAT I AM AWARE OF AND ACCEPT UB FREIGHT LIMITED CONDITIONS OF TRADING AND THAT THE SHIPMENT PARTICULARS ON THE FACE HEREOF IS CORRECT.

NAME: _____ **SHIPPERS SIGNATURE:** _____ **DATE:** _____

CHECKLIST <input type="checkbox"/> All my goods are packed adequately for international transport <input type="checkbox"/> All bags and boxes have been clearly labeled <input type="checkbox"/> Paperwork has been signed <input type="checkbox"/> Copy of ID page and statement of contents given to UB Freight <input type="checkbox"/> Dangerous Goods Declaration has been completed and signed	AIRFREIGHT SECURITY WARNING CARGO WILL BE SUBJECT TO NEW ZEALAND CIVIL AVIATION AUTHORITY SECURITY CLEARING PROCEDURES IDENTIFICATION DETAILS:
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New Zealand
 U.B. Freight Limited
 95 Montgomerie Rd,
 Airport Oaks, Auckland
 Ph: 966 3850

Fiji - Nadi
 U.B. Freight Limited
 Office 115 AFL Cargo Bldg
 Nadi Airport, Fiji
 Ph: 6724587

Suva
 U.B. Freight limited
 Unit 3, 189 Foster Road
 Walu Bay, Suva Fiji
 Ph: 3302710

Lautoka
 U.B. Freight Limited
 Shop 6 Walu St,
 Marine Drive, Lautoka
 Ph: 6669470