

## HOW TO FILL OUT THE SHIPPER'S EXPORT DECLARATION

1a. SHIPPER / EXPORTER (COMPLETE NAME AND ADDRESS)

Name of shipper / Complete address, including street number, name (no PO Box's if possible)  
Telephone number

1b. I.R.S. / Federal "EIN" number or social security number

1c. Is the Shipper and consignee related

2. SAIL DATE (WE CAN FILL THAT IN)

3. BOOKING NUMBER

4a. CONSIGNEE (NOT NEGOTIABLE UNLESS CONSIGNED TO ORDER)

Name of consignee (receiver at destination), complete address, including street number, telephone number, fax number and email address.

If country requires may need Passport number or company import license number.

4b. NOTIFY PARTY (COMPLETE NAME AND ADDRESS)

Name of person that is to be notified at destination that shipment has arrived.

Could be destination agent if you have one or may be "same as consignee".

Need complete name, address, telephone number, fax number and email address.

5. Can leave blank

6. Point of Origin (Where the freight begins)

7. Country of Ultimate Destination

8. Loading Pier (Leave Blank)

9. Mode of Transport (Pre-filled – Vessel) change it if Ro/Ro

10. Steamship Line (We can fill in)

11. Port of Export (We can fill in)

12. Port of Unloading (We can fill in)

13. Containerized (Pre-filled)

14. Carrier Identification Code (We can fill in)

15. Shipment Reference No. (can leave blank)

16. N/A

17. Mark if Hazardous or not

18. In Bond Code (if you have one add it / if not leave blank)

19. Routed Export Transaction (if consignee routed) or (leave blank)

20. This area is to show commodity description:

21. (leave Blank)

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22. Schedule B Number (every item individually)
23. Quantity per individual Schedule B Number
24. weight in Kilograms per individual schedule B Number
25. If auto, need VIN Number, Title Number, and State of Title (or send us a copy of title and we can fill in)
26. Value in dollars per individual Schedule B Number