



Booking / Job Number _____

* Port of Destination _____

**HOUSEHOLD GOODS AND PERSONAL EFFECTS
SHIPPER'S LETTER OF INSTRUCTIONS**

Fields with an * are required fields

Revised 02/2020

| SHIPPER'S INFORMATION | | CONSIGNEE INFORMATION | |
|--|-----|------------------------------------|----|
| *Name: _____ | | *Name: _____ | |
| *Address: _____ _____ | | *Address: _____ _____ | |
| * Phone #: _____ | | * Phone #: _____ | |
| Email: _____ | | Email: _____ | |
| Notify Party: _____ | | Customer Reference #(s): _____ | |
| Notify #: _____ | | _____ | |
| Notify Email: _____ | | _____ | |
| CARGO INFORMATION | | | |
| *Description of Cargo: _____ | | | |
| *Number of Packages: _____ | | Package Type: _____ | |
| ** Hazardous Materials | Yes | No | |
| ***View Instructions and Informational Materials | | | |
| DOCUMENT DISTRIBUTION | | | |
| *Ocean Freight Charges | | Bill to Third Party (Information): | |
| Prepaid: Charges will be billed to the Shipper | | _____ | |
| Collect: Charges will be billed to the Consignee | | _____ | |
| <i>For used items, charges must be prepaid in advance of the shipment being released to sail. Please contact us for payment arrangements.</i> | | _____ | |
| ADDITIONAL INFORMATION | | | |
| Are there other shipments to consolidate? | | Yes | No |
| <i>If Yes, complete the One-Time Consolidation Request Form</i> | | | |
| <i>If the value of any one single commodity is greater than \$2500, an EEI is required.</i> | | | |
| Do you have a Letter of Authorization (LOA) form on file with Tropical Shipping? | | Yes | No |
| <i>In No, please complete the Letter of Authorization.</i> | | | |
| Additional Comments: _____ _____ | | | |

Signature: _____ Date: _____

For your protection, Tropical Shipping applies marine cargo insurance coverage to all of its shipments in accordance with the terms and conditions of its Tariff. A premium reflecting the cost for your marine cargo insurance will be prominently displayed on the face of your bill of lading. In the event you wish to decline the coverage, please do so via this form. For additional information regarding the application of marine cargo insurance to your shipment, please visit us at the following link: www.tropical.com/marineinsurance, or phone 800-638-8767. Please note that certain commodities are excluded from coverage.