



Booking/Job No. _____
★ Port of Destination _____

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

★ Fields with star are required fields

Revised 09/2017

★ <b>SHIPPER</b> Name: _____ Address: _____	★ <b>CONSIGNEE</b> Name: _____ Address: _____
★ Phone No.: _____ Email: _____	★ Phone No.: _____ Email: _____
Notify Party: _____ Phone No.: _____ Email: _____	Customer Reference No.: _____

<b>Cargo Information</b>	
★ Description of Cargo	
★ Number of Packages	Package Type
**Hazardous Material: <input type="radio"/> Yes <input type="radio"/> No	
**View Instructions and Informational Materials	

<b>Document Distribution</b>	
★ Ocean Freight Charges <input type="radio"/> Prepaid: Charges will be billed to Shipper <i>For used items, charges must be prepaid in advance of the shipment being released to sail. Please contact us for payment arrangements.</i> <input type="radio"/> Collect: Charges will be billed to Consignee	Bill To Third Party (Information):
★ Insurance by Tropical <input type="radio"/> Yes <input type="radio"/> No Amount \$ _____	
(If answer is yes, provide email or fax number in space at right) or <a href="#">Click Here</a> if items are used to complete the FPA (Free of Particular Average) form .	

<b>Additional Information</b>	
Are there are other shipments to consolidate? <input type="radio"/> Yes <input type="radio"/> No	
If Yes, complete the <a href="#">One-Time Consolidation Request Form</a>	
If the value of any one single commodity is greater than \$2500, an EEI is required.	
Do you want Tropical Shipping to create the Electronic Export Information? <input type="radio"/> Yes <input type="radio"/> No	
Do you have a Letter of Authorization (LOA) form on file with Tropical Shipping? <input type="radio"/> Yes <input type="radio"/> No	
If No, please complete below	

★ **AUTHORIZATION**  
Shipment Value \$ \_\_\_\_\_ EEI Required: Yes No

*If the value of any one single commodity is greater than \$2500 the information below must be completed*

**INDIVIDUAL WRITTEN AUTHORIZATION TO PREPARE OR TRANSMIT ELECTRONIC EXPORT INFORMATION**

I \_\_\_\_\_, authorize Tropical Shipping USA, LLC to act as Agent for export control and customer purposes and to transmit any  
(PRINT NAME)  
Electronic Export Information (EEI) to the United States Census Bureau, which may be required by law or regulation in connection with the exportation or transportation of any merchandise on behalf of said U.S. Principal Party in Interest. The U.S. Principle Party in Interest further understands that civil and criminal penalties may be imposed for making false or fraudulent statements or for the violation of any United States laws or regulations on exportation and agrees to be bound by all statements of information or documentation provided by the U.S Principle party in Interest to said agent.

EIN # \_\_\_\_\_ DUNS # or Passport # (PP foreign only) \_\_\_\_\_  
Print Name \_\_\_\_\_ Signature \_\_\_\_\_  
U.S. Address \_\_\_\_\_ U.S. Phone # \_\_\_\_\_

**Please Include All Invoices and Receipts for this Shipment on [Packing List](#)**

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](http://www.tropical.com/marineinsurance), or phone 800-638-8767. Please note that certain commodities are excluded from coverage.