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For Air Shipments only:
 Are you part of the **Transport Canada Security Program?**
 Yes! What is your PROGRAM #:
 No.

SHIPPER'S LETTER OF INSTRUCTION

You are hereby requested and authorized upon receipt of the consignment described herein to prepare and sign the Air Waybill / Bill of Lading and other necessary documents on our behalf and dispatch the consignment in accordance with your Conditions of Contract.

****All business undertaking are subject to CIFFA Standard Trading Conditions, a copy of which is available upon request ****

Request Routing: **Air** **Ocean** **Ground/Truck**

SHIPPER (Name, Address, Contact Number)	CONSIGNEE (Name, Address, Contact Number)

Marks and Numbers	Number & Package Type	Description of Goods	Gross Weight	Measurements IN CM

Shipping Charges: PREPAID COLLECT	Origin Charges (ie Packaging, Trucking) PREPAID COLLECT	INCOTERM:
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Insurance Required? Yes No Amount:	Is This Shipment Dangerous Good?	Yes	No
	Does This Shipment Contain Hazardous Materials?	Yes	No
	Does This Shipment Contain Lithium Batteries?	Yes	No
If yes, provide dangerous goods declaration.			

HANDLING INFORMATION: PLEASE PICK-UP WILL DROP OFF

Pick up Address:	Contact Phone:	PO / JOB#
	Remarks:	Shipper's Invoice#

DOCUMENTS INCLUDED:

Commercial Invoice	Packing list	Certificate of Origin	Other: _____
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DATE AND SIGNATURE OF SHIPPER:

NAME: _____ SIGNATURE: _____ DATE: _____

I certify that all statements made and all information contained herein are true and correct and that I have read and understand the instructions for preparation of this Shipper's Letter of Instruction (SLI). The SLI is part of the Security Regulation by Transport Canada and Airlines to confirm actual shipping instructions. It is requested to complete this document for every shipment processed. It can be SIGNED ELETRONICALLY AND SAVED to be used for all your future bookings with us. **Pay close attention to the CARGO INSURANCE section on the form. Please advise and state if insurance is needed for your cargo.**

Click on **SUBMIT FORM** button after signing it.

*****NO SHIPMENT WILL BE PROCESSED WITHOUT A SIGNED COPY OF THIS DOCUMENT*****