

Shipper's Letter of Instruction (SLI)

Instruction from exporter to freight forwarder — authorizes the forwarder to act on the shipper's behalf.

Shipper Information

Company name	
Address	
Tax ID / EIN / ABN	
Contact person	
Phone / email	

Consignee & Notify

Consignee name & address	
Notify party (if different)	

Forwarder Information

Freight forwarder name	
Contact	
Reference / booking number	

Shipment Details

Country of origin	
Country of destination	
Method (Sea / Air / Road)	
Incoterms® 2020	

Currency of transaction

Total invoice value

Cargo

Description	HS code	Pkgs	Weight (kg)	Vol (m³)	Value

Special Instructions

Documents required (Commercial invoice / Packing list / B/L / etc.)

Insurance required (Y/N + coverage)

Marine pollutant / hazardous (Y/N)

Delivery instructions

Additional notes

Authorization

The undersigned, as authorized representative of the shipper, hereby authorizes the freight forwarder named above to act on the shipper's behalf in the preparation and forwarding of the documents described above, and to make declarations to customs and other authorities as required.

Authorized signature

Print name & title

Date

Bind between shipper and forwarder. Retain a copy in your export file for 5+ years for audit purposes.