

FORWARDER LETTER OF INSTRUCTION

FORWARDER INFORMATION:

Company:

Contact Name:

Address:

City, State, Zip

Phone:

Email:

Billing Reference #



501 Eastern Ave.

Bensenville, IL 60106

(630) 595-7510

THE FOLLOWING INFORMATION MUST BE PROVIDED WITH EACH SHIPMENT TENDERED.**MISSING INFORMATION OR AN INCOMPLETE LETTER OF INSTRUCTION WILL RESULT IN A DELAY OF
PROCESSING. INFORMATION MAY BE SUBMITTED ON THIS FORM OR ON A SEPARATE PIECE OF PAPER****FULL NAME & ADDRESS OF THE SHIPPER****FULL NAME AND ADDRESS OF CONSIGNEE****SHIPPERS 24 HOUR EMERGENCY NUMBER****AGENCY****CUSTOMER # / CONTRACT #**

R.A.S., TO SUPPLY 24 HOUR EMERGENCY # (additional fees apply)

YES NO

A CURRENT SDS IS REQUIRED FOR EACH PRODUCT TENDERED**DUE TO VARIOUS AIRLINE LIMITATION IF THE BELOW INFORMATION IS NOT PROVIDED, AND FREIGHT IS
REFUSED BY THE CARRIER WE CAN NOT BE RESPONSIBLE FOR ADDITIONAL CHARGES.** Air Freight Ocean Freight Over Pack (if allowed) Pack For Passenger Aircraft Pack For Cargo Aircraft Only

Do You Require A New Declaration : YES NO Do you require a quote before processing : YES NO

Air Carrier (if left blank, see above) :

Were you quoted on this shipment? If so, please provide copy of quote or quote number:

Will R.A.S. arrange the transfer/delviery once freight is processed

 Yes No

If R.A.S., is arranging transfer/delivery, please provide location, address, lock out, cut off and booking number if applicable.

Delivery To _____

Address _____

Cut Off/Lock Out _____

Booking Number _____