

# SHIPPER'S LETTER OF INSTRUCTIONS



**MID-AMERICA OVERSEAS, INC.**  
www.maoinc.com

ATLANTA • BOSTON • CHARLESTON • CHICAGO • CINCINNATI • DALLAS  
DETROIT • HONOLULU • HOUSTON • LOS ANGELES • MIAMI • NEWARK  
NEW YORK (JFK) • PITTSBURGH • PORTLAND • SAN FRANCISCO • SEATTLE

1a. EXPORTER (Name and address including ZIP code)		ZIP CODE
PHONE (Req. for Air Freight)		
b. EXPORTER'S EIN (IRS) NO.	c. PARTIES TO TRANSACTION <input type="checkbox"/> Related <input type="checkbox"/> Non-related	
4a. ULTIMATE CONSIGNEE		
DIRECT CONSUMER    GOVERNMENT ENTITY    RESELLER    OTHER/UNKNOWN		
b. INTERMEDIATE CONSIGNEE		
5. FORWARDING AGENT		
8. LOADING PIER (Vessel only)	9. MODE OF TRANSPORT (Specify)	
10. EXPORTING CARRIER	11. PORT OF EXPORT	
12. PORT OF UNLOADING (Vessel and air only)	13. CONTAINERIZED (Vessel only) <input type="checkbox"/> Yes <input type="checkbox"/> No	

SHIPPER'S REFERENCE NO.	HAZARDOUS MATERIALS Yes    No
6. POINT (STATE) OF ORIGIN OR FTZ NO.	7. COUNTRY OF ULTIMATE DESTINATION

UNLESS INDICATED TO THE CONTRARY, SHIPPER REQUESTS NOTIFICATION IN CASE OF INABILITY TO DELIVER CONSIGNMENT.

**SHIPPER MUST CHECK**

PREPAID    COLLECT    C.O.D. \$ \_\_\_\_\_

**ALSO REFER TO CHARGES BELOW**

AIR    OCEAN    CONSOLIDATE    DIRECT

**SHIPPER REQUESTS**  
**INSURANCE**     No     Yes    \$ \_\_\_\_\_

If shipper has requested insurance as provided for at the left hereof, shipment is insured in the amount indicated (recovery limited to actual loss) in accordance with the provisions as specified in the Carriers' Tariffs. Insurance is payable to Shipper unless payee is designated in writing by the Shipper. If insurance is not requested Mid-America Overseas, Inc. will not be responsible for any loss or damage whatsoever.

14. SCHEDULE B DESCRIPTION OF COMMODITIES, 15. MARKS, NOS., AND KINDS OF PACKAGES				(Use columns 17-19)																						
D/F (16)	SCHEDULE B NUMBER (17)	QUANTITY-SCHEDULE B UNIT (S)	SHIPPING WEIGHT (KILOS)	SHIPPER'S REF. NO.	DATE																					
				<p style="color: red; text-align: center;"><b>CHARGES - PLEASE CHECK</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td></td> <td>PREPAID</td> <td>COLLECT</td> </tr> <tr> <td></td> <td>DO NO ADD</td> <td>ADD</td> </tr> <tr> <td>INLAND FREIGHT</td> <td></td> <td></td> </tr> <tr> <td>OCEAN/AIR FREIGHT</td> <td></td> <td></td> </tr> <tr> <td>FORWARDING / HANDLING</td> <td></td> <td></td> </tr> <tr> <td>INSURANCE</td> <td></td> <td></td> </tr> <tr> <td>OTHER:</td> <td></td> <td></td> </tr> </table>			PREPAID	COLLECT		DO NO ADD	ADD	INLAND FREIGHT			OCEAN/AIR FREIGHT			FORWARDING / HANDLING			INSURANCE			OTHER:		
	PREPAID	COLLECT																								
	DO NO ADD	ADD																								
INLAND FREIGHT																										
OCEAN/AIR FREIGHT																										
FORWARDING / HANDLING																										
INSURANCE																										
OTHER:																										

21. VALIDATED LICENSE NO./GENERAL LICENSE SYMBOL		22. ECCN (When required)
--	--	--------------------------

**PLEASE SIGN THE FIRST EXPORT DECLARATION IN BOX 23 WITH PEN AND INK.**

23. Duly authorized officer or employee: **Mid-America Overseas, Inc.** is authorized to act as forwarding agent for export control, U.S. Customs, and Census Bureau purposes to sign any export documents or transmit such information electronically, and to perform any act or condition which may be required by law or regulation in connection with the exportation or transportation of any goods on behalf of said Principal Party in Interest.

24. 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 document, set forth in the "Correct Way to Fill Out the Shipper's Export Declaration." I understand that civil and criminal penalties, including forfeiture and sale, may be imposed for making false or fraudulent statements herein, failing to provide the requested information or for violation of U.S. laws on exportation (13 U.S.C. Sec. 305; 22 U.S.C. sec. 401; 18 U.S.C. Sec. 1001; 50 U.S.C. App. 2410).

DOCUMENTS ENCLOSED:  
 COMMERCIAL INVOICE  
 PACKING LIST  
 LETTER OF CREDIT/SIGHT DRAFT  
OTHER:

Signature	<b>Confidential</b> - For use solely for official purposes authorized by the Secretary of Commerce (13 U.S.C. 301 (g)).
Title	In accordance with the Transportation Security Administration Indirect Air Carrier Standard Security Program dated May 31st, 2011 Part 2.2.G, the signer hereby consents to the screening of the cargo described herein.
Date	25. AUTHENTICATION (When required)

SPECIAL INSTRUCTIONS:

NOTE: The Shipper or his Authorized Agent hereby authorizes the above named Company, in his name and on his behalf, to prepare any export documents, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the conditions or carriage and the tariffs of the carriers employed. The shipper guarantees payment of all collect charges in the event the consignee refuses payment. Hereunder the sole responsibility of the Company is to use reasonable care in the selection of carriers, forwarders, agents and others to whom it may entrust the shipment.