


SHIPPERS LETTER OF INSTRUCTIONS

1a. US PRINCIPAL PARTY IN INTEREST (USPPI) <i>(Complete Name and Address)</i> <div style="text-align: right; border: 1px solid black; padding: 2px;">ZIP CODE</div>					
1b. USPPI EIN (IRS) NO. OR ID NO.	1c. PARTIES TO TRANSACTION <input type="checkbox"/> Related <input type="checkbox"/> Non-Related		2. DATE OF EXPORTATION	3. BILL OF LADING/AIR WAY BILL NO.	
4a. ULTIMATE CONSIGNEE		AMI Office Handling Shipment <input type="checkbox"/> ATL 4694 Aviation Parkway, Suite E, Atlanta GA 30349 <input type="checkbox"/> ORD 1350 N Michael Drive, Suite D, Wood Dale IL 60191 <input type="checkbox"/> DFW 2520 Airfield Drive, Suite 300, Dallas TX 75261 <input type="checkbox"/> LAX 5353 W Imperial Highway, Suite 700, Los Angeles CA 90045 <input type="checkbox"/> JFK AMB Cargo Center #75, Suite 208 JFK, Jamaica NY 11430			
4b. INTERMEDIATE CONSIGNEE		SHIPPER MUST CHECK <input type="checkbox"/> PREPAID <input type="checkbox"/> COLLECT <input type="checkbox"/> COD \$ _____			
5. FORWARDING AGENT Air Menzies International (AMI) 2520 W Airfield Drive, Suite 306, P.O. Box 612145 Dallas, TX 75261		6. POINT (STATE) OF ORIGIN OR FITZ NO.		7. COUNTRY OF ULTIMATE DESTINATION	
8. LOADING PIER <i>(vessel only)</i>	9. METHOD OF TRANSPORTATION <input type="checkbox"/> AIR <input type="checkbox"/> OCEAN		14. CARRIER IDENTIFICATION CODE	15. SHIPMENT REFERENCE NO.	
10. EXPORTING CARRIER	11. PORT OF EXPORT		16. ENTRY NUMBER	17. HAZARDOUS MATERIALS <input type="checkbox"/> Yes <input type="checkbox"/> No	
12. PORT OF UNLOADING	13. CONTAINERIZED <i>(vessel only)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		18. IN BOND NUMBER	19. ROUTED EXPORT TRANSACTION <input type="checkbox"/> Yes <input type="checkbox"/> No	
SHIPPER'S NOTE: IF YOU ARE UNCERTAIN OF THE SCHEDULE B COMMODITY CODE, DO NOT TYPE IT IN, WE WILL COMPLETE WHEN PROCESSING					
20. SCHEDULE B DESCRIPTION OF COMMODITIES					
21. D/F or M	22. SCHEDULE B NUMBER	23. QUANTITY - SCHEDULE B UNIT(S)	24. SHIPPING WEIGHT (kilograms)	25. VIN / PRODUCT NUMBER VEHICLE TITLE NUMBER	26. VALUE (US Dollars) Selling price or cost
These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law prohibited					
27. LICENSE NO./LICENSE EXCEPTION SYMBOL/AUTHORIZATION		28. ECCN <i>(when required)</i>		DOCUMENTS ENCLOSED / SPECIAL INSTRUCTIONS	
29. DULY AUTHORIZED OFFICER OR EMPLOYEE <i>(Print)</i>		The USPPI authorizes the forwarder named above to act as forwarding agent for export control and customs purposes.			
30. 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).					
Signature		Confidential - Shippers Export Declarations (or any successor document) wherever located, shall be exempt from public disclosure unless the Secretary determines that such exemption would be contrary to the national interest (Title 13, Chapter 9, Section 301 (g)).			
Title		Export Shipments Subject to inspection by U.S. Customs and Border Protection and/or Office of Export Enforcement.			
Date		31. AUTHENTICATION (When required)			
Telephone No. (Include Area Code)		Email address			
SHIPPER'S INSTRUCTIONS IN CASE OF INABILITY TO DELIVER CONSIGNMENT AS ASSIGNED <input type="checkbox"/> ABANDON <input type="checkbox"/> RETURN TO SHIPPER <input type="checkbox"/> DELIVER TO					