

BEYONDEXTEND SDN. BHD. · BUSINESS FORM

Shipping Instructions Form

Please complete for each order before shipment. Bills of lading and export documents will be issued exactly as stated here.

1 Order reference

Sales confirmation no.

Customer PO no.

Product(s)

2 Consignee (as on bill of lading)

Consignee company name

Tax ID / importer code

Full address

Contact person

Email

Phone

3 Notify party

☐ Same as consignee

Notify party company name

Contact / phone / email

Full address

4 Shipment details

Port of loading

Port of discharge

Final destination

Incoterm

Shipment period

Partial shipment allowed? (Y / N)

Transhipment allowed? (Y / N)

Container / transport

☐ 20' GP ☐ 40' GP ☐ 40' HC ☐ Flexitank ☐ ISO tank ☐ Bulk vessel ☐ Break bulk

☐ Other:

Preferred shipping line (optional)

Freight forwarder (if nominated)

5 Bill of lading

Type

☐ Original B/L ☐ Telex release ☐ Sea waybill ☐ "To order" B/L

Number of originals

Freight

Special B/L clauses or remarks

6 Documents required

- ☐ Commercial invoice ☐ Packing list ☐ Certificate of Analysis ☐ Certificate of Origin (type: _____)
- ☐ Inspection certificate ☐ Phytosanitary certificate ☐ Fumigation certificate ☐ Insurance certificate ☐ SDS / MSDS
- ☐ Chamber legalisation ☐ Other:

Number of copies required

Send original documents to (name, full address, phone)

7 Marking, labelling and special instructions

Shipping marks / labels / language requirements

Other special instructions

8 Confirmed by customer

Full name (customer representative)

Designation

Date

Signature

SIGN HERE

Company stamp

STAMP