

MHX INTERNATIONAL LLC

Chicago Ocean Cargo Branch
300 David Lane
Roselle, IL 60172
Telephone: (630) 539-0250
Facsimile: (630) 539-5561

Attn:

Email Addresses:
mhxintl@mhxintl.com
sales@mhxintl.com
customerservice@mhxintl.com
mhxintl@yahoo.com

SHIPPER’S LETTER OF INSTRUCTIONS

To: MHX INTERNATIONAL LLC

You are requested and authorized, upon receipt of the consignment to prepare the necessary export documents on our behalf and dispatch the consignment in accordance with your “Conditions of Contract”. Please arrange for the transportation of the following Ocean Export shipment.

1) Shipper: _____ Your Reference/Inv/PO# . _____
Address: _____ Contact Person _____
_____ Your Telephone No. _____
_____ Your Facsimile No. _____
Exporter’s EIN / IRS# _____ Your Email Address _____

2) Consignee: _____ Your Reference/Inv/PO# . _____
Address: _____ Contact Person _____
_____ Your Telephone No. _____
_____ Your Facsimile No. _____
_____ Your Email Address _____

3) Commodity Name and HTS # _____ Hazardous : Yes or No

4) TERM OF SALE: _____ **COMMERCIAL VALUE:** _____
• Ex-works means Collect (Ex-Factory) _____
• FOB means Prepaid up to (Place stated) _____
• C&F means Prepaid (Cost & Freight) _____
• CIF means Prepaid (Cost, Insurance, Freight) _____
• FHD, DDU means Prepaid (Deliver Duty Unpaid) _____
• FHD, DDP means Prepaid (Deliver Duty Paid) _____
• LETTER OF CREDIT _____

5) FORWARDING CHARGES:
• Forwarding Fee (Prepaid or Collect) _____
• Open Account / Letter of Credit Handling (Prepaid or Collect) _____
• Prepare Bank Draft (Prepaid or Collect) _____
• Other Misc Charges (Prepaid or Collect) _____

6) MARINE INSURANCE:
• Insurance provided by Shipper _____
• Insurance provided by Consignee _____
• Insurance purchased by other _____

7) TYPE OF B/L REQUESTED:
• Original Bill of Lading (Negotiable) _____ to be sent to _____
• Waybills (Non-negotiable) Copies to be sent to shipper ____ Consignee ____ Other _____

8) DISTRIBUTION OF DOCUMENTS: Unless otherwise specified, MHX International LLC will issue Waybills and send copies to shipper, consignee.

The undersigned hereby authorizes MHX INTERNATIONAL LLC to act as forwarding agent for export control and customs purposes.

Shipper’s Signature

Date