

# Instructions for filling the Shipping Label

**BOOKING#** - Insert the BOOKING NUMBER from your DOCK RECEIPT or our file with shipping instructions.

**REF#** - Insert the REFERENCE NUMBER from your DOCK RECEIPT or our file with shipping instructions.

**CONSIGNER** - The person shipping the freight.

**NAME** - Name of the person shipping the freight.

**COMPANY** (optional) - Name of the company shipping the freight.

**STREET ADDRESS** - Complete street address of origin.

**CITY, STATE** (if needed), **ZIP** (if needed) - Complete town/city information of origin.

**COUNTRY** - Country of origin.

**PHONE/FAX** - Contact phone/fax of exporter.

**E-mail** - Insert primary exporter e-mail address. PLEASE NOTE, an incorrect e-mail will not allow you to get the form. Your shipment will not be processed until we are received complete shipping docs from you.

**CONSIGNEE** - The person receiving the freight.

**NAME** - Name of the person receiving the freight.

**COMPANY** (optional) - Name of the company receiving the freight.

**STREET ADDRESS** - Complete street address of destination.

**CITY, STATE** (if needed), **ZIP** (if needed) - Complete town/city information of destination.

**COUNTRY** - Country of destination.

**PHONE/FAX** - Contact phone/fax of consignee.

**E-mail** - Insert primary consignee e-mail address. Highly recommended. PLEASE NOTE, default or incorrect consignee e-mail would not allow us properly manage your freight at a destination.