

# Shippers Letter Of Instruction

SHIPPER (Name & Address)		ZIP CODE:		INLAND CARRIER			
				SHIP DATE		PRO NO	
EXPORTER EIN (IRS) NO		PARTIES TO TRANSACTION Related Non-Related					
ULTIMATE CONSIGNEE							
INTERMEDIATE CONSIGNEE							
FORWARDING AGENT				POINT (STATE) OF ORIGIN OR FTZ NO			
				COUNTRY OF ULTIMATE DESTINATION			
<b>SHIPPER'S LETTER OF INSTRUCTION</b>				SHIP VIA AIR OCEAN TRUCK RAIL COURIER			
SHIPPER'S REF NO		DATE		CONSOLIDATE DIRECT			
SCHEDULE B DESCRIPTION OF COMMODITIES							
D/F	MARKS, NOS. AND KIND OF PKGS SCHEDULE B NUMBER		QUANTITY SCHEDULE B UNIT(S)	SHIPPING WEIGHT (KGS)	SHIPPING WEIGHT (LBS)	CUBIC METERS	VALUE (CURRENCY)
VALIDATED LICENSE NO / GENERAL LICENSE SYMBOL			ECCN (When Required)		SHIPPER MUST CHECK		
					PREPAID or COLLECT		
DULY AUTHORIZED OFFICER OF EMPLOYEE			The Exporter authorizes the forwarder named above to act as forwarding agent for export control and customs purposes.		C.O.D. AMOUNT:		
SPECIAL INSTRUCTIONS			YES, PREPARE BOL AND FORWARD FOR BANKING				
SHIPPER INSTRUCTIONS IN CASE OF INABILITY TO DELIVER CONSIGNMENT			SHIPPER REQUESTS INSURANCE				
ABANDON RETURN TO SHIPPER			NO YES & AMT				
DELIVER TO							
<small>NOTE: The Shipper or the Authorized Agent hereby authorizes the above named Company, in the name and on his behalf to prepare any export documents to sign and accept any documents relating to said shipment and forward the shipment in accordance with the conditions of 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.</small>							
CRM SLI							

**Shippers Letter of Instruction** is a crucial document in the logistics and shipping industry, serving as a guide for carriers and freight forwarders on how to handle the shipment of goods. This document contains vital information that ensures the smooth transportation of products from the sender to the destination. In this article, we will delve into the significance of the Shippers Letter of Instruction (SLI), its components, and best practices for creating an effective SLI.

## What is a Shippers Letter of Instruction?

The Shippers Letter of Instruction (SLI) is a document provided by the shipper to the freight forwarder or carrier, detailing the specifics of the

shipment. It serves as a set of instructions that guide the logistics provider on how to handle the shipment, including packing, labeling, and documentation requirements. The SLI is particularly essential in international shipping, where compliance with various regulations and customs requirements is crucial.

## Importance of a Shippers Letter of Instruction

The SLI plays several vital roles in the shipping process, including:

- **Clarity:** The SLI ensures that there is no ambiguity regarding the shipment details, reducing the chances of errors during transit.
- **Compliance:** It helps ensure that all legal and regulatory requirements are met, particularly in international shipping.
- **Efficiency:** By providing clear instructions, the SLI facilitates a smoother shipping process, which can lead to faster delivery times.
- **Liability Protection:** In case of disputes or issues arising during transit, having a detailed SLI can protect the shipper's interests.

## Key Components of a Shippers Letter of Instruction

Understanding the components of an SLI is essential for creating an effective document. Below are the key elements typically included in a Shippers Letter of Instruction:

### 1. Shipper Information

This section includes the details of the shipper or sender of the goods, such as:

- Name
- Address
- Contact information

## **2. Consignee Information**

The consignee is the individual or business receiving the goods. This section should include:

- Name
- Address
- Contact information

## **3. Freight Forwarder or Carrier Information**

If the shipment is being handled by a freight forwarder or a specific carrier, their details should also be included:

- Company name
- Contact information

## **4. Shipment Details**

This section should provide comprehensive information about the shipment, including:

- Description of the goods
- Quantity and weight
- Dimensions of the packages
- Value of the shipment

## **5. Special Instructions**

If there are any specific handling instructions, such as temperature control or fragile items, these should be clearly outlined in this section.

## **6. Customs Information**

For international shipments, it's essential to include any customs-related information, such as:

- Harmonized System (HS) codes
- Declaration of the nature and value of the goods

## **7. Payment Terms**

Specify how the shipping costs will be handled, including:

- Prepaid or collect terms
- Any additional fees or charges expected

## **8. Signature and Date**

The SLI should be signed and dated by the shipper to validate the document.

# **Best Practices for Creating an Effective Shippers Letter of Instruction**

To ensure that the Shippers Letter of Instruction is effective and serves its purpose, consider the following best practices:

## **1. Be Thorough and Detailed**

Provide as much information as possible. The more details you include, the clearer the instructions will be for the carrier or freight forwarder.

## **2. Use Clear Language**

Avoid jargon or complex terms that could lead to misunderstandings. Use straightforward and clear language to ensure that all parties understand the instructions.

## **3. Double-Check Information**

Errors in the SLI can lead to significant delays or complications. Double-check all details before sending the document, particularly contact information and shipment specifics.

## **4. Keep a Copy**

Always retain a copy of the SLI for your records. This can be critical for tracking purposes and in case disputes arise.

## 5. Update as Necessary

If any changes occur regarding the shipment after the SLI is drafted, be sure to update the document accordingly and notify all parties involved.

## Challenges Associated with Shippers Letter of Instruction

While the SLI is an invaluable tool in the shipping process, there are challenges that shippers may face when preparing it. Understanding these challenges can help mitigate potential issues.

### 1. Complexity of Regulations

International shipping involves navigating a myriad of regulations and customs requirements. Ensuring compliance can be a daunting task, particularly for those unfamiliar with the process.

### 2. Miscommunication

Misunderstandings can arise from poorly written instructions or unclear language. This can lead to mistakes in handling the shipment, resulting in delays or additional costs.

### 3. Dynamic Shipping Environment

The shipping landscape is constantly changing, with regulations, tariffs, and shipping routes evolving. Keeping up with these changes can be challenging, and it's important to stay informed.

## Conclusion

In conclusion, the **Shippers Letter of Instruction** is a critical document that plays an essential role in the logistics and shipping industry. By providing clear and detailed instructions, it helps ensure compliance, efficiency, and protection for shippers. By understanding its components and following best practices, shippers can facilitate a smoother shipping process, ultimately leading to greater satisfaction for all parties involved. Whether shipping domestically or internationally, taking the time to prepare an effective SLI

can make all the difference in the success of your shipping operations.

## **Frequently Asked Questions**

### **What is a Shipper's Letter of Instruction (SLI)?**

A Shipper's Letter of Instruction (SLI) is a document provided by the shipper to the freight forwarder, outlining the details of the shipment, including handling instructions, consignee information, and shipment specifics.

### **Why is an SLI important in shipping?**

The SLI is crucial because it ensures that the freight forwarder has all the necessary information to handle the shipment correctly, minimizing the risk of delays, errors, and compliance issues.

### **What information is typically included in an SLI?**

An SLI usually includes the shipper's and consignee's details, description of the goods, shipping method, delivery instructions, and any special handling or documentation requirements.

### **Who prepares the Shipper's Letter of Instruction?**

The shipper, or the individual or company responsible for sending the goods, typically prepares the Shipper's Letter of Instruction.

### **How does the SLI differ from a bill of lading?**

While both documents are important in shipping, the SLI is an instruction document for the freight forwarder, whereas a bill of lading serves as a contract of carriage and receipt of goods.

### **Can an SLI be amended after submission?**

Yes, an SLI can be amended if necessary, but it is important to communicate any changes promptly to the freight forwarder to ensure proper handling of the shipment.

### **What role does an SLI play in customs clearance?**

The SLI can assist in customs clearance by providing essential information about the shipment, which helps customs officials understand the nature of the goods and determine any applicable duties or regulations.

### **Are there any legal implications associated with the SLI?**

Yes, inaccuracies or omissions in the SLI can lead to legal issues, including

finer or penalties, as it is considered a formal instruction to the freight forwarder regarding the shipment.

## Is the SLI required for all types of shipments?

While not universally required, an SLI is highly recommended for international shipments and is often mandated by freight forwarders to ensure accurate processing and compliance.

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