

SHIPPER'S LETTER OF INSTRUCTION

DATE _____

FEDEX-AWB#		INV.NO.	IEC NO.
FEDEX-A/C#		PAN NO.	AD CODE NO.
SHIPPER :		CONTRACT TYPE (tick one)	
		☐ FOB	☐ C & F (breakup)
			☐ C I F (breakup)
CONTACT PERSON :		COST	
		FREIGHT	
		INSURANCE	
		FREIGHT	
CURRENCY		USD / INR / (other)	
CONTACT PERSON :		TYPE OF SHIPPING BILL (tick one)	
		☐ DRAWBACK	☐ DFRC
		☐ NON DRAWBACK	☐ NFEI
		☐ DEPB	
		☐ DEEC	
		☐ EPCG	
CONSIGNEE :		DUTY DRAWBACK DETAILS:	
BUYER OTHER THAN CONSIGNEE :		DRAWBACK SERIAL NO :	
EIN NO.		DRAWBACK BANK :	
		DRAWBACK AC NO :	
DESTINATION	NO. OF PACKAGES	GAURANTEED REMITTANCE	
NET WEIGHT	GROSS WEIGHT	GR FORM NO :	
		GR BANK ADDRESS :	
		AD CODE :	
		CURRENT AC NO.	
MARKS AND NUMBERS		DESCRIPTION OF GOODS	

DOCUMENTS ENCLOSED (tick where applicable)

☐	FEDEX AWB (DULY COMPLETE)	☐	AR - 4 FORM
☐	INVOICE (8 COPIES)	☐	ANY EXPORTS PROMOTION COUNCIL REGN. COPY FOR TEXTILE SHIPMENTS TO USA
☐	PACKING LIST (4 COPIES)		
☐	BUYER ORDER	☐	a) SINGLE COUNTRY DECLARATION (3 COPIES)
☐	GSP FORM	☐	b) QUOTA CHARGE STATEMENT (3 COPIES)
		☐	c) NEGATIVE DECLARATION (FOR SILK) - (3 COPIES)
☐	ORIGINAL DUPLICATE VISA (WITH 2 COPIES)	☐	SDF
☐	EXPORT CERTIFICATES (WITH 2 COPIES)	☐	ADVANCE PAYMENTS PROOF
☐	PHOTOCOPY OF IEC WITH PAN NO.	☐	BANK CERTIFICATE

AS OTHER DOCUMENTS :

ANY OTHER HANDLING INFORMATION

WE AUTHORISE M/S. JEENA & CO. TO PREPARE GR FORM ON OUR BEHALF:

SHIPPER SIGNATURE AND STAMP WITH NAME & DESIGNATION

CONTACT :

Behram Phirozshaw
JEEENA & CO.
37-38-39, ACAAI, Warehouse, old cwc, Nngal Dairy, New Delhi-110037
Telephone :
Fax :

Jameson Menezes / Jagat Dua / Vijayant Verman
FedEx Express
8, Balaji Estate, Kalkaji, New Delhi-110019
Telephone :
Fax :

Preparation of GSP / Endorsement etc. are not the part of services provided by FedEx, hence the same will be billed by Jeena & Co. separately, as and when they are requested to prepare the same.