

air shipment

### Booking Form / Shipper Letter of Instructions



www.a2globalshipping.com/book-international-air

See instructions on page 2 of this form.

Shipment Origin and Contact Information					Final Destination Address & Contact Info:				
Pickup Instructions					Delivery Instructions				

pieces	packaging	L	W	H	i/c	weight	l/k	description and harmonized code of goods if any	value

Insure shipment for a total loss value of: \$	USD
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Additional notes or instructions:

**EMAIL OR FAX FORM TO:**  
 info@a2globalshipping.com  
 800-290-4570 fax

**INSTRUCTIONS ON FILLING OUT THIS FORM:**

**ORIGIN INFORMATION:** Even if you are dropping off the cargo, please provide at least a city and state of origin along with an email and phone number where we can contact you for any additional information needed to complete the form.

**DESTINATION:** If the cargo is being received by an agent, please enter the name, address and contact information for the agent who will be receiving the cargo and the name of the consignee

**PIECES:** List the quantify of pieces of the nature that you will describe on this row.

**PACKAGING:** Boxes, pallet, crates, etc.

**MEASURES:** If possible, specify the estimated length, width and height of each piece identified on the row and indicate ("i") for "inches" and ("c") for "centimeters"

**WEIGHTS:** estimate the weight of each piece listed on the row. and indicate if the weight you are providing is in lbs ("l") or kg ("k").

**PICKUP & DELIVERY INSTRUCTIONS:** provide any applicable information.

**DESCRIPTION:** If you have the harmonized code, please provide it here. If you do not and it is necessary, we can assist you in determining it.

**VALUE:** estimate the total value of the pieces listed in that row.

**HAZMAT:** if the cargo is HAZARDOUS MATERIAL, please include the UN# and link to MSDS in the DESCRIPTION field.

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