


## SHIPPERS LETTER OF INSTRUCTION FOR EXPORT DECLARATION

1a. USPPI (Complete Name and Address)		 <p style="margin-top: 20px;">ExFreight Zeta, LLC  <a href="http://www.exfreight.com">www.exfreight.com</a></p> <p><b>Tel: 877-208-5645</b>  <b>Fax: 888-286-0772</b></p>		
1b. Exporters EIN (IRS) Number	1c. Parties to transaction are RELATED or NON-RELATED			
2. Ultimate Consignee				
3. State of origin	4. Country of Destination	5. Date		
<p>6. I understand that my shipment will be subject to cargo screening and may be open and searched in a secure location. I allow Ex-Freight Zeta, LLC or its assigned agent to screen and inspect my shipment as required. I also authorized Ex-Freight Zeta, LLC or its assigned agent to prepare and issue any necessary bills of lading, sign subject bills of lading in the name of the undersigned, consign such shipment for carriage to destination for onward carriage and delivery by any other transportation organization in accordance with the terms and conditions contained in the bill of lading, tariffs, rules and regulations, including provisions thereof limiting liability to the shippers declared value for carriage and to prepare and execute in the shippers name any documents required for export including but not limited to an Export declaration.</p> <p>Printed Name: _____ Signature: _____</p>				
7.D/F or M	8. Schedule B Number	9.Schedule B Units	10.Schedule B Weight in LBS	11.Schedule B Value in USD
12. License Number	13.ECCN (when required)	14.Is this a shipment of Hazardous Materials? YES or NO		

If you are not sure of the schedule B number for your commodity being shipped please search the US Census bureau website <http://uscensus.prod.3ceonline.com>

Instructions for completing form:

This form is to be completed by the shipper if an export declaration is required or if the shipper does not fill out the export declaration online via our website.

1a. Enter full USPPI name. This should not be one entity in care of another entity. It must be the same company whose EIN is being used. The USPPI is the person in the USA that receives the primary benefit, monetary or otherwise, of the export transaction. Generally, that person is the U.S. Seller, manufacturer, or order party

1b. Enter the USPPI's 9 digit (numeric) company EIN. This must be the EIN of the party reported as the USPPI.

1c. Check "related" if the shipper owns 10% or more of the ultimate consignee or if the consignee owns 10% or more of the Shipper. Otherwise circle "Non-Related"

2. Enter the name and address (including country) of the party who will be receiving the export shipment at destination

3. Enter the U.S. state from which the cargo began its journey to the port of export

4. Report the country in which the goods are going to be consumed, further processed, stored or manufactured

5. Enter the scheduled pick up date for the shipment

6. USPPI must print and sign authorizing Ex-Freight Zeta Inc to screen and prepare all necessary export documents including filing the export declaration

7. Report Domestic and Foreign origin goods separately. In other words, If you have a single Schedule B with some items of domestic origin and other items of foreign origin, you must report the Schedule B twice, once with the value for the domestic items and once with the value for the foreign item. Exports of domestic goods include: Those commodities that are grown, produced, or manufactured (including commodities incorporating foreign components) in the United States, including goods exported from U.S. FTZs, Puerto Rico, or the U.S. Virgin Islands; and those articles of foreign origin that have been enhanced in value or changed from the form in which they were originally imported by further manufacture or processing in the United States, including goods exported from U.S. FTZs, Puerto Rico, or the U.S. Virgin Islands. (ii) Foreign. Exports of foreign goods include those commodities that are grown, produced, or manufactured in foreign countries that entered the United States including goods admitted to U.S. FTZs as imports and that, at the time of exportation, have undergone no change in form or condition or enhancement in value by further manufacture in the United States, in U.S. FTZs, in Puerto Rico, or in the U.S. Virgin Islands

8. Enter the complete 10 digit Schedule B or HTSUSA numbers that apply to your shipment here The Statistical Classification of Domestic and Foreign Commodities exported from the United States. The Schedule B classification numbers are administered by the U.S. Census Bureau. To find a Schedule B number, please refer to the Schedule B Search Engine found at <http://www.census.gov/foreign-trade/schedules/b/index.html>. If additional assistance is needed, please call the Commodity Analysis Branch, Foreign Trade Division, Census Bureau on (800) 549-0595, option 2.

9. Report the quantity for each Schedule B in Schedule B Units. For example, you may be shipping 5 cartons, but if the Schedule B unit is doz., you must report the number of dozens being shipping for that Schedule B. If the Schedule B unit is kgs., you must report the weight in kilos for that Schedule B

10. Report the weight in LBS for each Schedule B

11. For each Schedule B, report the value including U.S. inland freight and insurance to the port of export. If your commercial invoice value includes international transportation cost, deduct that to arrive at the value at the port of export

12. If the shipment contains any commodities requiring an export license enter the license number, otherwise enter in the appropriate exception code

13. Report the 5-character ECCN, EAR99 if your product is not on the Commerce Control List (CCL), or for products controlled under the International Traffic in Arms Regulations (ITAR), report the 2-digit U.S. Munitions List 2 category code. Note: A product is only EAR99 if it is not controlled under the ITAR and is not on the Commerce Control List: Commerce Control List-Alphabetical Index. Items that are not classified under an ECCN and that are not controlled by the Department of State are designated "EAR99". EAR99 items generally consist of low-technology consumer goods and do not require a license in many situations. However, if your proposed export of an EAR99 item is to an embargoed country, to an end-user of concern or in support of a prohibited end-use, you may be required to obtain a license if it is not subject to a General License

14. Circle the appropriate selection YES if the shipment consists of hazardous materials OR, NO if the shipment consists of Hazardous Materials