

Shipper's Letter of Instruction (SLI)

Complete this form and return to docs@theconveyco.com

A — SHIPPER

Full Name	Company / Business Name
<input type="text"/>	<input type="text"/>

Street Address

City	State / Province	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Country	Phone
<input type="text"/>	<input type="text"/>

Email

B — CONSIGNEE

Full Name	Company / Business Name
<input type="text"/>	<input type="text"/>

Street Address

City	State / Province	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Country	Phone
<input type="text"/>	<input type="text"/>

Email

C — NOTIFY PARTY (IF DIFFERENT FROM CONSIGNEE)

Full Name

Company / Business Name

Street Address

City

State / Province

Postal Code

Country

Phone

D — CARGO DETAILS

Commodity / Product Description

No. of Packages

Package Type

Total Volume (CBM)

Total Weight

Unit (KGS / LBS)

Marks & Numbers

Schedule B / Harmonized Code Items

Schedule B Code	Weight	Unit	Value (USD)	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

E — CONTAINER

Container Type

Load Type (FCL / LCL)

Container Number(s)

Seal Number(s)

F — COMMERCIAL TERMS

Incoterm (e.g. FOB)

Incoterm Named Place

Payment Terms

Letter of Credit (Yes / No)

L/C Number

L/C Expiry Date

G — COMPLIANCE

Country of Origin

Export License Required (Yes / No / NLR)

Export License Number

ECCN

ITAR Controlled (Yes / No)

Intermediate Consignee (Yes / No)

Intermediate Consignee (if applicable)

Name

Company

Address

City

Country

H — B/L PREFERENCES

B/L Type (Original / Telex / Sea Waybill)

Number of Original Sets

Freight Terms (Prepaid / Collect / Third Party)

Show Freight Amount (Yes / No)

B/L Special Instructions

I — ADDITIONAL INSTRUCTIONS

Special / Additional Instructions

Supporting Documents (attach as separate files)

- Commercial Invoice
- Packing List
- Certificate of Origin
- Export License
- Other:

CERTIFICATION

I certify that the information above is accurate and complete. I authorize Conveyco to prepare export documents based on these instructions.

Authorized Signature

Printed Name & Title

Date

Company Name

SLI Completion Guide

How to complete this form

Sections A & B — Shipper and Consignee

Shipper and consignee details must match exactly what appears on your commercial invoice and certificate of origin. Inconsistencies cause customs delays.

Section C — Notify Party

Leave blank if the consignee should be notified directly. If a bank or broker needs to be notified for L/C purposes, enter their details here.

Section D — Schedule B Codes

Use Schedule B codes (10-digit) for U.S. exports. If you're unsure of the code, enter your best guess or leave blank and we'll verify.

Section E — Container

For FCL, enter the container and seal numbers once confirmed. These are assigned by the carrier — it's fine to submit the SLI before you have them.

Section F — Incoterms

The Incoterm affects who pays freight and where risk transfers. If unsure, enter the term from your commercial invoice.

Section G — Export License

Most commodity shipments are EAR99 (no license required). If you're shipping technology, defense items, or sanctioned-destination cargo, consult your compliance team.

Section H — B/L Type

Original B/L is the default for L/C transactions. Telex Release or Sea Waybill is faster and suitable when original documents aren't required by the buyer.

Return this form

Email the completed PDF to docs@theconveyco.com, or use the online form at theconveyco.com/resources/shipping-instructions. Include your commercial invoice and packing list as attachments.

Questions? Contact our documentation team

Email: docs@theconveyco.com · Phone: (952) 208-1971 · Web: theconveyco.com