

1 | Introductions

Letter template, Exercise C.2

	1 letterhead
	2 reference line
	3 date
	4 inside address
	5 attention line
	6 salutation / subject
	7 subject / salutation
	8 body
	9 complimentary close
	10 signature
	11 signature block
	12 enclosure

11 | Delivery

Exercise D.3

FORWARDING INSTRUCTIONS					
Consignor			Consignor's reference No.		
Consignee			Freight Forwarder		
Notify party			Country of origin	Documentary credit	
Goods ready for shipment Place: Date:			Conditions of sale		
Mode of transport			Transport insurance		
Place of destination			Value insured		
Marks & numbers	Number and kind of packages	Description of the goods	Commodity code	Gross weight	Cube
				Net net weight	Value
<p>Handling instructions (dangerous goods etc.)</p> <p>Dimensions/measurements and weight of each package</p>					
Documents enclosed			Terms of delivery		
			Place and date of issue		