**ANNEX SUP 10-2: Template for Transport Booking (Sea freight)**

|  |  |
| --- | --- |
| Our ref / P.O. no.: |  |
| Date: |  |
|  | |
| Goods description: |  |
| Shipping dimensions (L/H/W) & KGS : |  |
|  | |
| Shipper: |  |
| Consignee: |  |
| Notice of shipment and ETA shall be given to: |  |
|  | |
| Documents: | B/L to be marked with “shipped clean on board” and “freight prepaid”  Please send by fax a draft of the B/L for our approval.  All original B/L and copies to be handed over to shipper. In case one original is required for transit only two original sets shall be handed to shipper. |
| A copy of a Gift Certificate issued by the Contracting Authority shall follow the goods. In advance of the shipment you shall state the B/L no., seal no. and container no. to enable the Contracting Authority to issue the certificate. |
|  | |
| Ship from: | The goods shall be collected at:  The goods will be delivered to your warehouse at: |
| Ship to / destination and Incoterm: |  |
|  | |
| Special note: | If shipped in container(s) the container(s) shall be fitted with a padlock. |
|  | |
| ETS (estimated time of shipment): |  |
| ETA (estimated time of arrival) final destination: |  |
| Notice: | The forwarder shall give notice of ETA to Shipper 21 days, 14 days, 7 days, 3 days, 1day prior to arrival. |
|  | |
| Transport insurance: | Will be issued by shipper |
|  | |
| Price all included: | (Currency) |
| Payment terms: | 30 days after Shipping date. |
| Transit: | Please state full contact details of your agent at all transit points. |

For export purpose we have attached a copy of suppliers invoice. Please submit a copy to the Contracting Authority of the export form.

We look forward to receiving your confirmation of the above booking as soon as possible, latest by tomorrow.

For the Freight Forwarder:

Booking confirmed by:

Place and date

Name and position

Signature

For the Shipper:

Place and date

Name and position

Signature