

Import Shipping Instructions

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Subject: Shipping Instructions for Hazardous Materials

Dear [Recipient Name],

We would like to provide you with the necessary instructions for the upcoming shipment of hazardous materials as part of our agreement. Please adhere to the following guidelines:

Shipment Details

- **Product Description:** [Insert Product Description]
- **Quantity:** [Insert Quantity]
- **UN Number:** [Insert UN Number]
- **Class:** [Insert Hazard Class]

Packing Instructions

- Ensure that all materials are packed in compliance with [relevant regulations, e.g., DOT, IATA].
- Label all packages with appropriate hazard labels and handling instructions.
- Include Safety Data Sheets (SDS) with the shipment.

Documentation Required

- Commercial Invoice
- Packing List
- Bill of Lading
- Emergency Contact Information

Shipping Address

[Insert Shipping Address]

Please confirm receipt of these instructions. Should you have any questions, feel free to reach out to us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]