



# AIR INSTRUCTION FORM

# 貨物空運委託書

SHIPPER / Exporter 託運人及地址 : (Complete name and address)  Contact 聯絡人 E-mail 電郵 TEL NO. 電話 FAX NO. 傳真 Postal Code :		DATE: (dd-mmm-yy) HAWB NO. (Pre-assigned) 託運號碼  SHIP FROM: 起點 <b>HONG KONG</b> SHIP TO: 目的地  TERM OF PAYMENT : (付款模式) <input type="checkbox"/> DDU (未完稅交貨) <input type="checkbox"/> DDP (完稅後交貨) <input type="checkbox"/> Others _____  AIR FREIGHT (空運費用) <input type="checkbox"/> PREPAID 預付 <input type="checkbox"/> COLLECT 到付 <input type="checkbox"/> 3rd Party Billing 第三方公司支付  HK INLAND CHARGES (香港本地費用) <input type="checkbox"/> PREPAID 預付 <input type="checkbox"/> COLLECT 到付 <input type="checkbox"/> 3rd Party Billing 第三方公司支付  Loading / Unloading (到倉卸貨) <input type="checkbox"/> By Self 運輸自卸 <input type="checkbox"/> By NLHK (委託NECL代卸)	
CONSIGNEE / Importer 收貨人及地址 : (Complete name and address)  CONTACT 聯絡人 E-mail 電郵 TEL NO. 電話 FAX NO. 傳真 Postal Code :		 <h2 style="margin: 0;">NEC</h2> <h3 style="margin: 0;">NEC Logistics Hong Kong Limited</h3> <p style="margin: 0; font-size: small;">Suite 818-9, 8th Floor, Chinachem Golden Plaza, 77 Mody Road, Tsimshatsui East, Kowloon, Hong Kong. Tel : (852) 2723 1569 Fax : (852) 2723 9589 Website : www.necl.nec.com.hk</p> <p style="margin: 0;"><b>Air Cargo Division</b>  <b>E-mail: air_export@necl.nec.com.hk</b>  <b>Hotline : (852) 2731 8274</b></p>	
NOTIFY PARTY 並通知人 :		EXPECTED DEPARTURE DATE: (預期離港日) EXPECTED ARRIVAL DATE (預期到達日)	
DELIVER TO 送貨地址 :		DOCUMENTS ATTACHED : 隨機文件 Commercial Invoice 發票 <input type="checkbox"/> Packing List 裝箱單 <input type="checkbox"/> Export License 出口證 <input type="checkbox"/> FORM A 產地證 <input type="checkbox"/> Certificate of Origin 來源證 <input type="checkbox"/> OTHER(SPECIFY) <input type="checkbox"/>	
SHIPPING MARKS & COUNTRY ORIGIN 箱唛, 原產地		CARGO DESCRIPTION NO. OF PACKAGES 貨物名稱 / 數量	
GROSS WEIGHT 毛重		MEASUREMENT (L x W x H) cm 尺碼	
TOTAL PACKAGE 包裝總數量 :			
➡ <b>**Please bring "Triplicate" Air Instruction for deliver cargo to warehouse.** 請攜同三份落貨單副本一併進倉</b>			
SPECIAL INSTRUCTIONS 特別要求 : (please state if service is required) <input type="checkbox"/> <u>Pick up cargo address 提貨地址 &amp; Pick up Date :</u>  <input type="checkbox"/> <u>Self Delivery information 自行送貨資料 &amp; Delivery Date :</u>		 <b>**Especially for Europe shipment, please provide Harmonized Commodity Code (4-6 digits HS code)</b> HS Code : _____  <b>Cargo delivery address: 送貨地址 :</b>	
Wood Packaging Material Declaration 木製包裝物料聲明 : *** Shipper hereby declare that subject shipment *** <input type="checkbox"/> Does not contain wood packaging material <input type="checkbox"/> Contains wood packaging material that is in compliance with the International Plant Protection Convention (IPPC) standard ISPM #15		**Pls lodge declaration within 14 days from date of arrival or departure to HK C&S/HK <input type="checkbox"/> Self-lodged <b>**If request NECL HK to apply. Please clarify charges (include handling fee) payer as :</b> <input type="checkbox"/> Import Declaration : <input type="checkbox"/> Pay by Shipper <input type="checkbox"/> Pay by Consignee <input type="checkbox"/> 3rd Party Billing <input type="checkbox"/> Export Declaration : <input type="checkbox"/> Pay by Shipper <input type="checkbox"/> Pay by Consignee <input type="checkbox"/> 3rd Party Billing <input type="checkbox"/> Transhipment : <input type="checkbox"/> Pay by Shipper <input type="checkbox"/> Pay by Consignee <input type="checkbox"/> 3rd Party Billing	
THE ABOVE INSTRUCTION IS SUBJECT TO OVERLEAF CONDITIONS OF THE CONTRACT STATED.			
I/We hereby expressly declare that the above particulars furnished by me/us are correct and complete and that I/we will be fully responsible for the contents of such declaration. I/We further undertake to reimburse you with all charges and expenses incurred on the above shipment and shall assume full responsibility for the charges and air freight of the goods herein mentioned or in case of freight being payable at destination, to reimburse you with any amount incurred should the consignee fail to pay same. I/We further agree to the conditions set out on the reverse side hereof which shall deemed to be incorporated herein.			
This instruction is issued by:  Name _____ Telephone: _____ Signed with Company Chop		For NECLHK Office Use Only	