

# SHIPPING INSTRUCTION



Email :

NC / TM reference number :

Shipper (full name, address & contact number) :

Consignee (full name, address & contact number) :

Notify party (if required/different from consignee) :

Description of goods (including piece count) :

Weight (kgs) :

Dimensions (L x W x H) :

Value (£) :

Packing lists or additional documentation can be emailed to us as a separate attachment quoting our reference.

For jobs booked with our Leeds office: [instructleeds@tradewayshipping.co.uk](mailto:instructleeds@tradewayshipping.co.uk).

For jobs booked with our Manchester office: [instructman@tradewayshipping.co.uk](mailto:instructman@tradewayshipping.co.uk).

Number of original bills required :

Number of copy bills required :

Port of discharge :

Freight payable at :

Additional information (marks/numbers/references) :

## Leeds Office

146 Lowtown, Pudsey  
Leeds, West Yorkshire, LS28 9AY  
T: 0113 236 3989  
F: 0113 236 3990

[instructleeds@tradewayshipping.co.uk](mailto:instructleeds@tradewayshipping.co.uk)

## Manchester Office

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