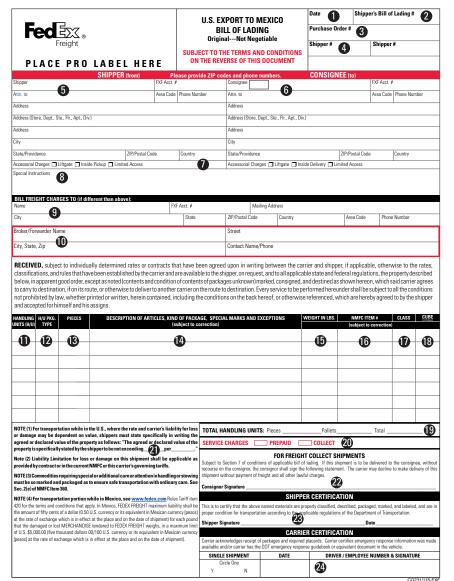


## Bill of Lading Form Instructions for Shipments from the U.S. to Mexico



- 1. Date: MM/DD/YY freight was shipped or picked up by carrier.
- Shipper's Bill of Lading number: Supplied by the shipper to reference shipment information.
- Purchase Order number: Supplied to the shipper by the consignee or buyer to reference their goods.
- **4. Shipper number:** Reference number provided by the shipper.
- Shipper Section: Includes shipper's name, account number, attention designation, phone number and address.
- Consignee Section: List consignee's name, account number, attention designation, phone number and address. Red box is used to indicate C.O.D. (see No. 10).
- Accessorial Charges\*: Indicate whether any of the following apply to this shipment:
  - Liftgate Trailer will require a liftgate to load or unload the shipment.
  - Inside Delivery Shipment will require pickup or delivery beyond a point directly accessible to trailer.
  - Limited Access Pickup or delivery will need to be made at a limited access location (e.g., school, construction site, military base).
- 8. **Special Instructions:** Include any special instructions relative to the shipment.
- Third Party Bill To: List representative responsible for paying freight charges, if different from shipper or consignee, and payor's account number, if known.
- Broker/Forwarder: Complete broker section by entering the broker name, street address, city, state, ZIP, and contact name/phone.
- Handling Units (H/U): Number of units requiring loading (e.g., 1 pallet).
- 12. H/U PKG. Type: Type of shipping unit (e.g., pallet, crate, drum).
- 13. Pieces: Total number of pieces for shipment.
- 14. Body of Bill: Include type of shipping container (carton, skid, drum, etc.), freight description (completely describe contents), special markings (precautionary markings such as Keep Upright, Glass, Do Not Double Stack, etc.), and special instructions.
- 15. Weight in LBS: Total weight for each commodity.
- 16. NMFC Item number: Shipper provides NMFC/Item number for commodity type. For help in determining NMFC item number, contact customer service at 1.866.393.4585.
- 17. Class: Shipper class number is assigned by NMFC for proper rating. For help in determining NMFC class designation, contact customer service at 1.866.393.4585.
- 18. Cube: (optional) Shows cubic feet of shipment (length x width x height) in inches, divided by 1728 to obtain cubic feet.
- 19. Total Handling Units: Total number of handling units for the shipment.
- 20. Service Charges: Indicate if the shipment is prepaid or collect by checking the correct box.
- 21. Declared Value: Where the rate is dependent on value, shipper is required to state specifically the agreed or declared value of the shipment.
- 22. Freight Collect Shipments: This non-recourse clause may be executed where the shipper does not want to be responsible for the inability of the carrier to collect freight charges from the consignee at destination.
- 23. Shipper Certification: Shipper must sign and date, indicating that materials are packaged, labeled, classified, and marked according to DOT regulations.
- 24. Carrier Certification: This field is used for driver's employee number, trailer number.

<sup>\*</sup> All services are subject to terms and conditions provided in the FXF 100 Series Rules Tariff.