TO BE PRINTED ON FORWARDER’S LETTER HEAD

Date: …………………..

To,

Import Department.

Merchant Shipping Services Pvt ltd

101/102, Technopolis Knowledge Park,

Mahakali Caves Road, Chakala, Andheri (E)

Mumbai 400 093.

Dear Sir,

Subject: Delivery order

Master B/L No.: ………………

House B/L No.: ……………….

IGM/Item No.: ...……………...

Vessel/Voyage: ……………….

Consignee Name: ……………..

CHA Name: …………………..

Ref subject shipment, we have received the original house B/L and all our charges from the consignee. By all respects the above House B/L has been checked & found in order.

The original master B/L is surrendered at port of loading and the shipment is under telex release.

Please find enclosed herewith the copy of the MB/L and HB/L along with necessary endorsements, kindly issue the delivery order to above mentioned consignee or his clearing agent.

We Indemnify Line & their Agents against any Liability, Loss & penalty that may be imposed on you or your Principals. We agree to bear all Cost, Penalty, Fine& Claims that may occur for releasing this shipment to the concern as per our instruction.

Thanking you,

Yours faithfully,

For …………………

Authorized signatory