Customs Broker Instruction Sheet

The broker instructions is designed to serve as a summary sheet/cover letter for the customs broker to provide him with all of the details needed to clear the goods through customs. This is designed to be emailed to the broker at the time the other shipping documents are sent and includes the following information:

Master Bill of Lading

House Bill of Lading

Container Number

Vessel

Port of Loading

Port of Discharge

Final Destination

Product(s)

HTS Codes

Value of Goods

Expected Duty Rate

Shipping Terms

*Example*