

## Company Organization

### 1.0 Company Head Office

Procurement Center

Person : Attn. Inspection/Expedition Department NZRC

Address :

Telephone :

Telefax :

### 2.0 Company's Support Offices

#### 2.1 Country

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Person :

Address :

Telephone :

Telefax :

#### 2.2 Country

.....

Person :

Address :

Telephone :

Telefax :

#### 2.3 Support Office for Shipments from all other European Countries

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Person :

Address :

Telephone :

Telefax :

**2.4 Country**

.....

Person :  
Address :  
Telephone :  
Telefax :

**2.5 Country**

.....

Person :  
Address :  
Telephone :  
Telefax :

## Forwarder's Organization

**1. Head Office**

Name :  
Address :  
Responsible  
Personnel :  
Telephone :  
Telefax :

**2. Representative Office For Shipments From Country**

Name :  
Address :  
Person :  
Telephone :  
Telefax :

**3. Representative Office For Shipments From Country**

Name :  
Address :  
Person :  
Telephone :  
Telefax :

**4. Representative Office For Shipments From Europe Other Than Foreign Offices**

Name :  
Address : (as per 1.0)  
Person :  
Telephone :  
Telefax :

**5. Japan**

Name :  
Address :  
Person :  
Telephone :  
Telefax :

**6. United States Of America**

Name :  
Address :  
Person :  
Telephone :  
Telefax :

### Notice of Person in Charge

Project \_\_\_\_\_ Date \_\_\_\_\_

To:

Name of Vendor and Agent: \_\_\_\_\_

Vendor's reference \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telex: \_\_\_\_\_

We are pleased to inform you of the following information at your request in Specification for Shipping.

<b>Purchase Order No.</b>	<b>Description</b>	<b>Quantity</b>
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1. Fabrication/Subvendor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telex \_\_\_\_\_

2. Manager of Transportation and Packing: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telex: \_\_\_\_\_

### Standard Tag For Project Cargo

Material Identification Tag	
Stock No.	
Bin No.	
Description	
Size	
P.O.No.	
Line No.	
Spare Part Information	
Equip Description	
Equip. No.	
Dwg. No.	
Part No.	
Vendor Name	
Remarks	
QUANTITY	U/M

DISTRIBUTION OF SHIPPING AND EXPORT DOCUMENTS

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TO:                              COMPANY                              COMPANY                              Project  
   <city>                              <city>                              Forwarder  
   Accounting                              Insp./Exp.  
   Department                              Department

Document	Orig.	Copy (1)	Orig.	Copy (1)
1.Financial Invoice	1	4	-	-
2.Packing List	-	2	-	15
3.Commercial Invoice	-	2	1	7
4.Forwarder's Receipt (FCR) (a) to company delivery	1	1	-	1

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