

(Your Company Letterhead)

Re : Switch Bill of Lading Request

Date :

To whom it may concern, please find following our request to switch the Bill of Lading for the following shipment :

Company name	
Company representative	
Contact e-mail address	
Contact phone no.	
Customer reference	

Switch Bill of Lading Details	
Original Bill of Lading No.	

Detail to Change		
Detail	Current Detail	New Detail
Bill of Lading type	ORIGINAL	
Shipper		
Consignee		
Notify Party		
Bill of Lading text refer n.b. 1		

Payment terms (please specify which party is responsible)		
Payment Terms refer n.b. 2	Basic freight + charges	
	Origin Surcharges	
	Destination Charges	

Other Remarks / Requirements	
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- n.b. 1 : Only the amendment of sales and / or letter of credit ref. numbers is possible.
- n.b. 2 : Payment terms only able to be changed once payment of all outstanding charges has been made with submission of OBL.

Attached :

1. Letter of indemnity

For clarification on the above, please call or e-mail the company representative listed.