

Planning and conducting a shipment document

International Freight Forwarding Specialist

Assessment method: Practical assessment (Air Freight pathway) Task 2

Date of booking			
Shipment mode (To be specified by Apprentice)	Ocean <input type="checkbox"/>	Road <input type="checkbox"/>	Air <input type="checkbox"/>
Shipment type (To be specified by Apprentice)	Back-to-back/express <input type="checkbox"/>	Standard/Consolidated <input type="checkbox"/>	
Freight terms (To be specified by Apprentice)	Prepaid <input type="checkbox"/>	Collect <input type="checkbox"/>	
Customer account			
Consignor/Shipper/Exporter to include address, contact details and EORI			
Consignee/Buyer/Importer to include address, contact details and EIN			
Declarant (To be specified by Apprentice)			
Notify Party (To be specified by Apprentice)			
Origin		Destination country:	
Place of receipt (To be specified by Apprentice)		Place of delivery	
Departure Point (To be specified by Apprentice)		Port of discharge	
Inland transport mode (To be specified by Apprentice)			
Packages: number, kind, shipping marks			
Description of goods			

Commodity tariff code		Net weight (kg)	
		Gross weight (kg)	
Procedure code (To be specified by Apprentice)		Volumetric weight	
		Chargeable	
Insurance (To be specified by Apprentice)		Item Price	
		Invoice Total	
Collection details (To be specified by Apprentice)			
Estimated Time Delivery (To be specified by Apprentice)		Incoterms	
Screening & Security (To be specified by Apprentice)		Service Level (To be specified by Apprentice)	
Additional Services (To be specified by Apprentice)			
Special Requirements (To be specified by Apprentice)			

Any additional recommendations and advisories (To be specified by Apprentice)
Any potential issues that could cause disruption to the customer, delivery times or budget and how to resolve them in line with own responsibilities (To be specified by Apprentice)

Mitigation for potential issues providing alternative solutions to achieve the best commercial outcome
(To be specified by Apprentice)

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