[SAMPLE FORMAT]

[煩請將以下書信以貴司之公司信紙編制及 列印並回傳予我司. FAX:852-27742733 或電郵到有關同事]

BLAIKLOCK COMPASS WORLD TRANSPOR (HK) LTD.

TO:

Date: _____

FROM:			
RE:	E: REQUEST FOR LATE COME CARGOES		
	NAME OF VESSEL	:	
	SHIPPING ORDER NO.	:	
	TOTAL NUMBER OF PACKAGES	:	
	TOTAL MEASUREMENT	:	
	TOTAL WEIGHT	:	
	TIME EXPECTED TO ARRIVE	:	
WE UNDERTAKE TO PAY BLAIKLOCK COMPASS WORLD TRANSPORT (HK) LTD . FOR ANY DEADFREIGHT WHICH MAY INCUR IN ONE OF BELOW EVENTS:-			
1,	NON-DELIVERY OF CARGOES.		
2,	CARGOES NOT REACH IN TIME TO MEET THE CLOSING TIME OF THE VESSEL.		
3,	ACTUAL MEASUREMENT OF THE CARGOES RECEIVED ON CBM EXCEED OR LESS THAN THE MEASUREMENT DECLARED ABOVE.		
YOUR	S FAITHFULLY,	BLAIKLOCK COMPASS WORLD TRANSPORT (HK) LTD.	
COMPANY CHOP WITH SIGNATURE		APPROVED BY	
ADDRESS:			
TELEPHONE:			