



# INSTRUCTIONS FOR COMPLETING THE STRAIGHT BILL OF LADING — SHORT FORM

1. Enter the shipper's name and the address of the point of origin of the shipment.
2. Enter the date of shipment.
3. Specify if the shipment is by truck or other mode and indicate the shipper's control or shipment number, if applicable.
4. Enter the name of the carrier transporting the freight and the Agent's no., if applicable.
5. Enter the complete name of the consignee (recipient) of the freight.
6. Specify the address, city, county, and state of the consignee.
7. Enter the route of the shipment from origin to destination, if known.
8. Enter the name of the delivering carrier or trucking company.
9. Specify the carrier's vehicle number, if known.
10. Enter the total number of packages or pieces consigned in the shipment.
11. Enter an "X" in the "HM" column prior to each hazardous material description. (The "X" may be replaced by "RQ," if appropriate).
12. Describe the shipment. If the shipment is a hazardous material, specify the Identification Number, proper shipping name, hazard class or division number, technical name if required, Packing Group, and any additional DOT description requirements, if any.
13. Enter the three digit Emergency Response Guidebook guide number if the shipment is a hazardous material.
14. Enter the gross weight of the shipment.
15. Specify the NMFC Class of the goods and / or the shipping rate, if known.
16. Check column for optional use.
17. Billing and delivery statements to be completed by the shipper in accordance with the terms of sale.
18. For hazardous shipments, indicate if required placards were provided by the shipper.
19. Name and 24 hour telephone number of emergency contact if hazardous material.
20. Certification to be signed by shipper or shipper's agent.