Date:

**Request for logistics services**

From: \_\_\_\_\_\_\_\_\_\_\_\_\_

To: EL.M.B

 Dear Sirs,

We, [Client Company Name], are interested in receiving transportation services from EL.M.B in the following directions:

1.What do we transport? (name of the product, characteristics, hazard level)

2. route (? (exact addresses)

3. What kind of packaging:(packaging type, handling requirements, Dimensions)

4. weight and volume

5. When will the cargo be ready for shipment?

6. What is your preferred mode of transport? (sea ,air, Multimodal.etc.)

7. type delivery? (CIF/DAP etc…..

Name and position

Signature & Seal

 **BUYER’S INFORMATION**

|  |  |
| --- | --- |
| COMPANY NAME:  |  |
| ADDRESS:  |   |
| CITY/ZIP:  |   |
| COUNTRY:  |   |
| LEGAL REPRESENTATIVE NAME: |   |
| TITLE:  |   |
| TELEPHONE/WHATSAPP: |  |
| EMAIL: |  |
| WEBSITE: (IF APPLICABLE) |  |

**BUYER’S BANK COORDINATES**

|  |  |
| --- | --- |
| BANK NAME:  |   |
| ADDRESS:  |   |
| CITY/ZIP:  |   |
| COUNTRY:  |   |
| BANK TEL:  |   |
| BANK FAX:  |   |
| ACCOUNT NAME: |   |
| ACCOUNT NUMBER:  |  |
| IBAN: |  |
| BANK SWIFT CODE:  |   |
|  |   |
|  |   |
|  |  |

Name and position

Signature & Seal