



# Packing & Shipping Requirements Form

Document: LTU-DOC-006 | Rev: A | Date: 2025-07

Purpose: Capture logistics requirements for accurate packing design and shipping quotation.

Fill in what you know. We will confirm feasibility and propose a packing solution.

## Destination & Logistics

Field	Your Input
Destination port / site address	
Country	
Incoterms	<input type="checkbox"/> FOB <input type="checkbox"/> CIF <input type="checkbox"/> CFR <input type="checkbox"/> DAP <input type="checkbox"/> DDP
Preferred shipping method	<input type="checkbox"/> Container <input type="checkbox"/> Bulk / break-bulk <input type="checkbox"/> Air <input type="checkbox"/> You arrange
Delivery deadline (if any)	

## Piece Information

Field	Your Input
Heaviest single piece (kg)	
Longest dimension (mm)	
Widest dimension (mm)	
Tallest dimension (mm)	
Total shipment weight (approx.)	
Number of pieces / packages	

## Container Suitability

Container Type	Internal Dimensions	Max Payload	Suitable?
20' GP	5.9m x 2.35m x 2.39m	~28 ton	<input type="checkbox"/>
40' GP	12.0m x 2.35m x 2.39m	~26 ton	<input type="checkbox"/>
40' HC	12.0m x 2.35m x 2.69m	~26 ton	<input type="checkbox"/>



40' Open Top	12.0m x 2.35m x open	~26 ton	■
Flat Rack	12.0m x 2.4m x no walls	~40 ton	■
Over-dimensional (project cargo)	Custom	Custom	■

If pieces don't fit standard containers: We can design splitting points or arrange project cargo.

## Packing Requirements

Item	Requirement
Packing standard	■ Sea-worthy (default) ■ Export standard ■ Domestic
Wood treatment	■ ISPM-15 fumigation (required for most countries) ■ Not needed
Machined surface protection	■ VCI paper/film ■ Grease ■ Not applicable
Moisture protection	■ Silica gel ■ VCI ■ Shrink wrap ■ Not needed
Stacking allowed?	■ Yes (max ___ layers) ■ No
Lifting points required on package?	■ Yes ■ No

## Marking & Tagging

Item	Required?	Details
Part number on each piece	■	Method: ■ Paint ■ Steel stamp ■ Tag
Weight marked	■	
Center of gravity marked	■	For pieces > 5 ton
Lifting point marked	■	
Package number	■	
Shipping marks (consignee, PO#)	■	
"This side up" / orientation	■	

## Shipping Documents Needed

Document	Required?
Commercial Invoice	■
Packing List (with dimensions & weights)	■
Bill of Lading (B/L)	■



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Certificate of Origin (CO)	■
Fumigation Certificate	■
Insurance Certificate	■
Quality documents (MTC, NDT, etc.)	■

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## Special Requirements

Item	Details
Site crane capacity (if DAP/DDP)	ton
Road access restrictions	
Customs requirements	
Other	

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## Notes

(Any additional packing or shipping requirements)

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\*Leading Top Union — Suzhou, China\*