

CUSTOMER (PAYER):	FORWARDER: Latis Sp. z o.o. ul. Janka Wiśniewskiego 13; 81-335 Gdynia NIP: 958-162-40-88 e-mail: office@latis.pl	
FREIGHT RATE:	TERMS OF PAYMENT: (days from the issue date of VAT invoice) <input type="checkbox"/> pre-paid _____ days	
CURRENCY: RATE SOURCE:	PAYMENT METHOD: TRANSFER TO BANK ACCOUNT	
ESTIMATED DATE AND TIME OF LOADING	ESTIMATED DATE AND TIME OF UNLOADING	
SENDER (PLACE OF LOADING, DATES AND HOURS):	CONSIGNEE (PLACE OF LOADING, DATES AND HOURS):	
PRODUCT NAME(DESCRIPTION):	CARGO TYPE:: <input type="checkbox"/> NEUTRAL <input type="checkbox"/> DANGEROUS	ADR GRADE:
NUMBER AND TYPE OF PACKING	HOW TO LOAD: <input type="checkbox"/> SIDE <input type="checkbox"/> TOP <input type="checkbox"/> BACK	HOW TO UNLOAD: <input type="checkbox"/> SIDE <input type="checkbox"/> TOP <input type="checkbox"/> BACK
CUSTOM CLEARANCE: <input type="checkbox"/> EXPORT <input type="checkbox"/> IMPORT	GOODS ARE STACKABLE: <input type="checkbox"/> YES <input type="checkbox"/> NO	PALLET EXCHANGE: <input type="checkbox"/> YES <input type="checkbox"/> NO
WEIGHT (KG):	CARGO INSURANCE: <input type="checkbox"/> YES (EXTRA PAID) <input type="checkbox"/> NO	CUSTOM CLEARANCE: <input type="checkbox"/> YES <input type="checkbox"/> NO
ADDITIONAL NOTES / ATTACHED DOCUMENTS:		

Terms & Conditions:

- Pursuant to Article 83 section 23 of the Act on VAT dated 11 March 2004 (Journal of Laws 54.535), in the cases of international transport, the Ordering Party shall be obliged to send copies of the SAD (on the dispatch day or the day after) to Latis Sp. z o.o. (by fax, e-mail). Failure to send the document on time will result in charging 23% VAT for the entire transport section within the European Union.
- The Ordering Party declares that they are a registered VAT payer, eligible to receive VAT invoices and that the Ordering Party authorizes Latis Sp. z o.o. to issue VAT invoices without the recipient's signature. The goods constituting the object of the service are not subject to any restrictions in international trade, as defined by the Act of 29 November 2000 (Journal of Laws 04.229.2315) and Regulation of the Council of Ministers dated 23 November 2004 (Journal Laws 04.255.2557) and the Notice of the Prime Minister dated 9 December 2004 (Journal of Laws 04.263.2626).
- All rates included in the order are net
- All charges for freight forwarding services are payable on account Latis Sp. z o.o. Sp. k. The payment deadline is 14 days from the date of invoice issue date. Unless another date has been set out above in the text of the Order.
- Receivables for freight forwarding services shall be an amount in PLN equivalent to amounts in foreign currencies provided in this order and calculated in accordance with the selling rate of exchange of Bank Millenium S.A.. Unless another exchange rate source has been set out above in the text of the Order.
- In the case of any mistakes discovered on the invoice issued for the service (or lack of documents required in accordance with the accepted order), the Ordering Party shall notify the Freight Forwarder of any deficiencies or mistakes within 7 days (from the date of receiving the invoice). If such information is not provided, the invoice shall be regarded as accepted without any reservations. Every suspension and delay of payments that are due based on the invoice shall give the Freight Forwarder the right to charge statutory interest for each day of the delay.
- In the event of any arrears in payments, the Freight Forwarder shall have the right to withhold the release of the next goods batch - the costs of resulting demurrages shall be covered by the Ordering Party.
- In exceptional cases beyond the Freight Forwarder's control, the rate included in the offer may be changed.
- Compensation due to demurrage caused by shipper and/or consignee of the cargo will be charged as follows: EUR 150 per day in international traffic and PLN 25 per every hour in domestic traffic
- This Contract has been concluded pursuant to the principles stipulated by the General Polish Freight Forwarding Conditions (last edition) and also General Terms and Conditions of Agreements concluded by Latis Sp. z o.o., published on the website www.latis.pl/owu
- The order shall be deemed accepted only at the moment of its confirmation without any reservation (by fax or e-mail) by Forwarder

(place and date, legible signature of Sender, Sender's stamp)	(place and date, legible signature of Forwarder, Forwarder's stamp)
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This document can be filled up and saved as PDF. Completed Order should be printed and signed, then scanned and sent to the Forwarder.