**INSTRUCTIONS:**

1. **The LOA must be provided on the Price Owner’s company letterhead and in PDF format.**
2. **Email Subject: Please update the email subject to reference “LOA Submission” or if in reference to a specific booking “LOA Submission – Booking # \_\_\_\_\_\_\_\_\_\_\_”**
3. **Please fill in all grey boxes below.**
4. **You need to submit your LOA to GSCFMCLOA@maersk.com within 48 hours of confirming this booking, otherwise your booking will be cancelled.**

**TEMPLATE:**

**Today's date**

**Price Owner name and address**

Re: Agent authorization

Dear Maersk,

We hereby confirm that  **entity’s name e.g. agent**  has full authority to negotiate ocean freight rates, terms and conditions of a service contact, and sign a service contract on behalf of  **entity’s name e.g owner of cargo or NVOCC** .

We also hereby confirm our understanding that our company will need to be listed as either shipper or consignee on every bill of lading in order for service contract rates to apply.

Sincerely,

**Price Owner's name and address**

|  |  |
| --- | --- |
| Price Owners ’s Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Print Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Title: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |