

Instructions for Completing Straight Bill of Lading / Canada Customs Invoice

NOTE: CANADA CUSTOMS REQUIRES COMPLETION OF BLOCKS 7 THROUGH 13, 19, 21 THROUGH 25 AND 31 THROUGH 37 WHEN APPLICABLE.

1. Complete shipper name, address, city, state and first five digits of the zip code.
2. Enter Old Dominion's PRO number.
3. Enter shipping date.
- 3a. If known, enter the Canadian broker's name and phone number in this space.
4. Enter purchase order number(s), if applicable.
5. Enter shipper's bill of lading number.
6. Enter the name, address and phone number (if known) of the party actually receiving the merchandise in Canada.
7. If a party other than the Ultimate Consignee is purchasing the merchandise, provide the name and address of the Purchaser.
8. If this shipment originate outside of the U.S., enter U.S. as the country of transshipment. Otherwise, leave blank.
9. Indicate the currency in which the shipper requires payment.
10. Old Dominion Freight Line, Inc. is already shown here as the mode of transportation.
11. Enter the name of the country in which the merchandise was mined, grown, manufactured, produced or substantially transformed.
12. Enter the place from which the goods began their uninterrupted journey to Canada.
13. Describe the terms and conditions agreed upon by both shipper and purchaser.
14. Enter special handling or delivery instructions, if any.
15. Place Old Dominion PRO label here.
16. Enter number of package (i.e., bales, cartons, skids) for each separately described article.
17. An "X" must be entered for each hazardous material item.
18. Enter kinds of packaging (i.e., bales, cartons, skids). Complete and detailed descriptions of articles using general and commercial terms, since the customs tariff commodity code classification will be determined from this description. (Use additional forms if more space is needed, and number each page at the top right corner of each form.)
19. Enter the number and type of unit(s). Report whole units. (Example: If shipping cash registers state "200 each;" if shipping shoes state "500 pairs.")
20. Enter the gross shipping weight in pounds for each separately described article.
21. Enter the price per unit for each article using the currency of settlement in block 9.
22. Enter the selling price or cost if not sold, stated in the U.S. currency.
23. Enter the total net and gross weight (pounds) of shipment.
24. Enter the total price paid or payable for goods (total value). Total all amounts in block 22 to equal total value.
25. Check this box and enter the commercial invoice number when applicable.
26. State the agreed or declared value (U.S. currency) when the rate is determined by value.
27. Signature of Consignor is required when subject to Section 7 conditions.
28. Enter an "X" in the appropriate box to indicate terms of payment of the freight charges.
 Prepaid
 Collect
29. If this is a COD shipment, check appropriate box to specify if the COD fee is Prepaid or Collect.
30. If this is a COD shipment, enter the COD Amount (U.S. currency).
31. Complete this block if the exporter/shipper is other than exporter/shipper name and address shown in block 1.
32. Indicate the name and address of the person and/or firm completing the invoice. The field may be left blank if the information is provided elsewhere on this form.
33. Department rulings are made by Canadian Customs on behalf of a particular shipper's commodity. If applicable, provide file reference number and date of ruling.
34. If fields 35 to 37 are not applicable, check this box.
- 35 - 37. Self explanatory.
38. Signature of shipper should be entered here.
- 39 - 41. To be completed by Old Dominion's pickup driver.

Distribution

Original and 2 copies - ODFL Driver
1 copy - mail to consignee
1 copy - mail to custom's broker
1 copy-retained by shipper