

SUGGESTIONS FOR MAKING OUT A GOVERNMENT BILL OF LADING.

X-3647

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Bills of Lading are printed in quadruplicate. One is designated as ORIGINAL, one as SHIPPING ORDER and two as MEMORANDUM. It is always preferable to make out Bills of Lading on the typewriter using carbon paper to make all copies at once. The form should be filled out complete from the top down to the line reading "See instructions on reverse hereof". The sheet marked SHIPPING ORDER should then be separated from the rest and signed by the consignor. The other three copies should all be signed by the Transportation Company. The disposition of the four copies is important and should be as follows:

The SHIPPING ORDER copy is to be delivered to the Transportation Company after the company has signed the other three copies. The ORIGINAL sheet should be immediately mailed to the consignee. One MEMORANDUM copy should be retained by the shipper or consignor, and the other MEMORANDUM copy mailed at once to the Chief Clerk, Federal Reserve Board. The consignee should hold the ORIGINAL sheet until goods are received and checked, he should then fill out the "consignee's certificate of delivery" at bottom of sheet and surrender it to the Transportation Company making delivery.

Care should be taken to record on the Bill of Lading all marks appearing on the box or package shipped; the number and description of the packages, and a clear statement of the contents of each package. The column for "weights" on the Bill of Lading should be filled in if scales are available, otherwise the column should be left blank.