

Use your organizations' s letterhead

Date

Consignee (example)

Interservice
Uganda Catholic Secretariat
Attn: Anthony Rweza, Director
P.O. Box 4213
Nsambya Road by St. Peter's Church
Kampala, Uganda
(011-256-41) 267-486
FAX: (011-256-41) 267-351
Itsugco@africaonline.co.ug

Shipper

Your Organization
C/O: Your Contact Name
Your Street Name
Your City, State, Zip USA
Your Phone Number
youremailaddress@abc

Consignment

A 40-foot Container of used computer equipment with a declared value of:
\$35,520 (\$US).

See attached consignment list for container contents and serial numbers.
See attached letter for the declared value determination.

Note: This computer equipment has been donated, is not for sale or resale, and the declared value is presented solely for purposes of determining the value added or government added taxes (VAT/GAT).

Sincerely,

Your Name
Your Organization