

Shipping & Incoterms Guide

A practical RFQ aid. Incoterms define task, cost and risk allocation; they do not replace the sales contract.

ILLUSTRATIVE / REDACTED SAMPLE - NOT A CUSTOMER CERTIFICATE

Common quotation options

Term	Seller scope (simplified)	Buyer should confirm
EXW	Goods available at named place; buyer manages main collection	Pickup location, export clearance handling, forwarder
FCA	Seller delivers cleared goods to named carrier/place	Exact named place and handover evidence
FOB	For sea/inland-waterway shipments; seller delivers on board at named place	Port of loading, local charges; not normally best for courier parcels
CIP	Seller arranges carriage and specified insurance to named destination	Mode of transport, carrier, exclusions, import charges
DAP	Seller arranges delivery to named place; buyer handles import clearance	Clearance duties/taxes, importer of record
DDP	Seller bears broad delivery/import obligations where legally workable	Eligibility, tax/VAT, importer-of-record and exclusions

Quote checklist

Require the Incoterm rule plus version (for example, Incoterms 2020), the exact named place/port, freight mode, insurance responsibility, export/import clearance roles, duties/taxes, dispatch estimate and transit estimate.

Reference

For authoritative definitions, consult the International Chamber of Commerce rules and your freight/customs adviser. This buyer guide is operational guidance, not legal advice.