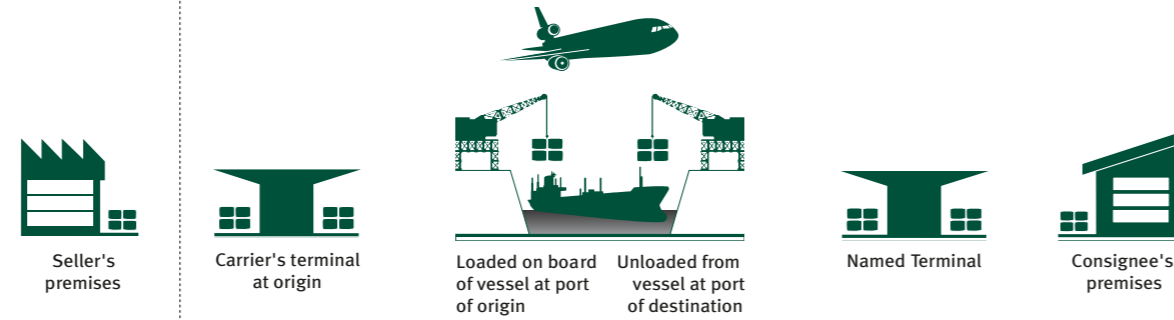


**Basic overview of the Incoterms 2010 rules**

- Seller's cost
- Consignee's (buyer's) cost
- Seller's risk
- Consignee's (buyer's) risk
- Seller's obligation to arrange cargo insurance



Incoterm	Description	Named Place	Seller's cost	Consignee's cost	Seller's risk	Consignee's risk	Seller's obligation to arrange cargo insurance
"Collect" terms	EXW Ex Works	named place of delivery	Yes	No	Yes	No	No
	FCA Free Carrier	named place of delivery	Yes	Yes	Yes	No	No
	FOB Free On Board (Ocean freight only)	named port of shipment	Yes	Yes	Yes	No	No
	FAS Free Alongside Ship (Ocean freight only)	named port of shipment	Yes	Yes	Yes	No	No
"Prepaid" terms	CFR Cost and Freight (Ocean freight only)	named port of destination	Yes	Yes	Yes	No	No
	CIF Cost Insurance and Freight (Ocean freight only)	named port of destination	Yes	Yes	Yes	Yes	No
	CPT Carriage Paid To	named place of destination	Yes	Yes	Yes	No	No
	CIP Carriage and Insurance Paid to	named place of destination	Yes	Yes	Yes	Yes	No
	DAT Delivered at Terminal	named terminal at port or place of destination	Yes	Yes	Yes	No	No
	DAP Delivered at Place	named place of destination	Yes	Yes	Yes	No	No
	DDP Delivered Duty Paid	named place of destination	Yes	Yes	Yes	Yes	Yes



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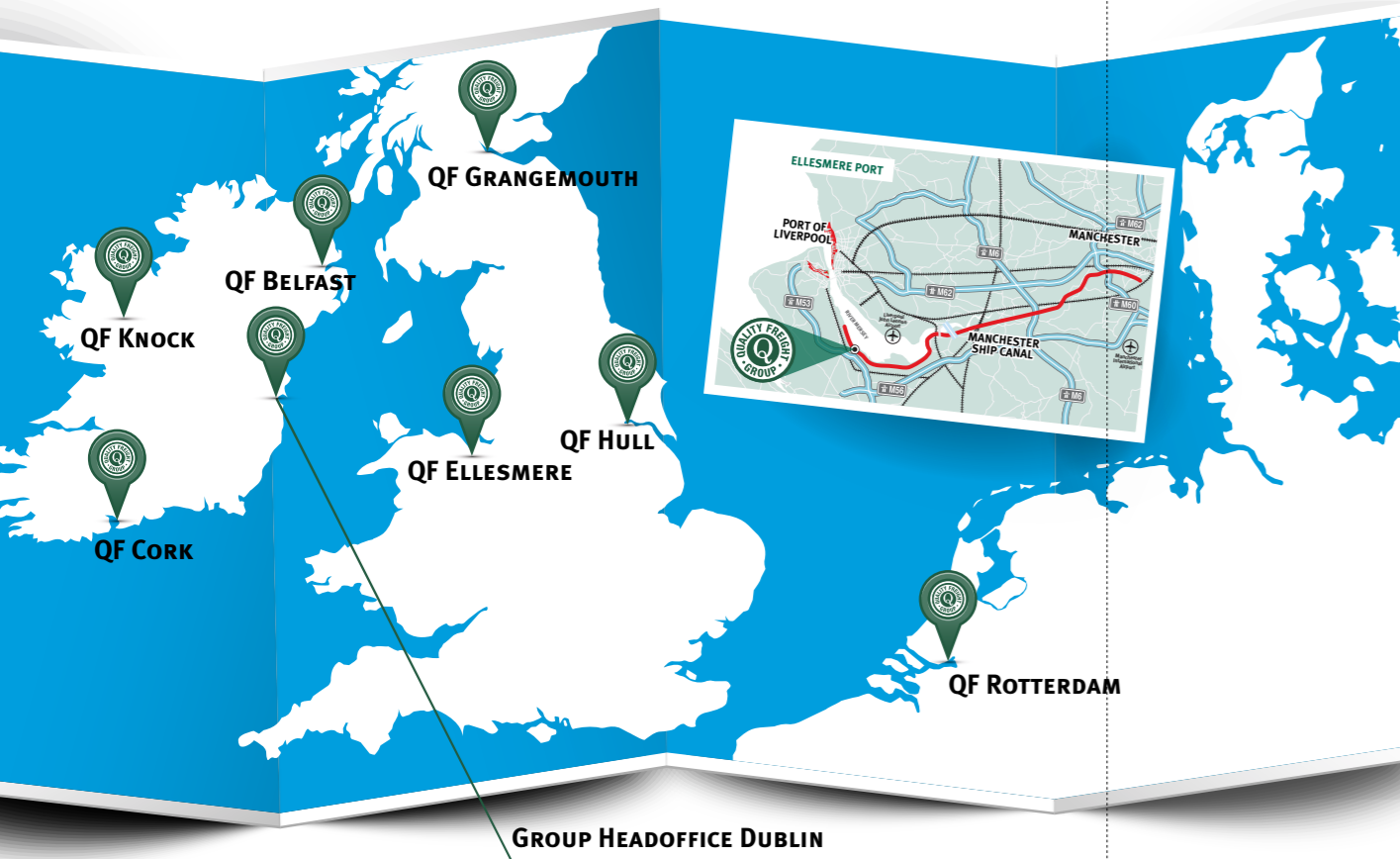
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! This booklet only lists exemplary technical data for easy reference. The information mentioned may vary because of production tolerances hence a difference in measurement is possible.



### Conversion Tables

Multiply	by	To obtain/ multiply	by	To obtain/ multiply
centimeters (cm)	0.3937	inches (in)	2.54	centimeters (cm)
meters (m)	3.2808	feet (ft)	0.3048	meters (m)
meters (m)	39.37	inches (in)	0.0254	meters (m)
square metres (m <sup>2</sup> )	10.76	square feet (sq. ft.)	0.0929	square metres (m <sup>2</sup> )
cubic metres (m <sup>3</sup> )	35.314	cubic feet (c.f.)	0.0283	cubic metres (m <sup>3</sup> )
kilogram (kg)	2.205	pound (lb)	0.4536	kilogram (kg)

### Pallet sizes

- Two most common are standard and europallets.
- A standard pallet is the larger of the two.
- It measures 1 meter by 1.2 meters.
- A europallet measures 0.8 meters by 1.2 meters.



### Container Dimensions

	Standard 20'		Standard 40'		40' HC		45' PW	
Inside Length	19'4"	5.89 m	39'5"	12.01 m	39'5"	12.01 m	44'5"	13.5 m
Inside Width	7'8"	2.33 m	7'8"	2.33 m	7'8"	2.33 m	8"	2.44 m
Inside Height	7'10"	2.38 m	7'10"	2.38 m	8'84"	2.69 m	8'84"	2.69 m
Door Width	7'8"	2.33 m	7'8"	2.33 m	7'65"	2.33 m	7'93"	2.42 m
Door Height	7'6"	2.28m	7'6"	2.28 m	8'4"	2.56 m	8'47"	2.58 m
Capacity	1,172 cft	33.18 m <sup>3</sup>	2,390 cft	67.67 m <sup>3</sup>	2,694 cft	76.28 m <sup>3</sup>	3,150 cft	89.20 m <sup>3</sup>
Tare Weight	4,916 lbs	2,229 kg	8,160 lbs	3,701 kgs	8,750 lbs	3,968 kgs	1,071 lbs	4,860 kgs
Max Cargo	47,999 lbs	21,727 kg	59,040 lbs	26,780 kgs	58,450 lbs	26,512 kgs	65,036 lbs	29,500 kgs

### CBM Workings

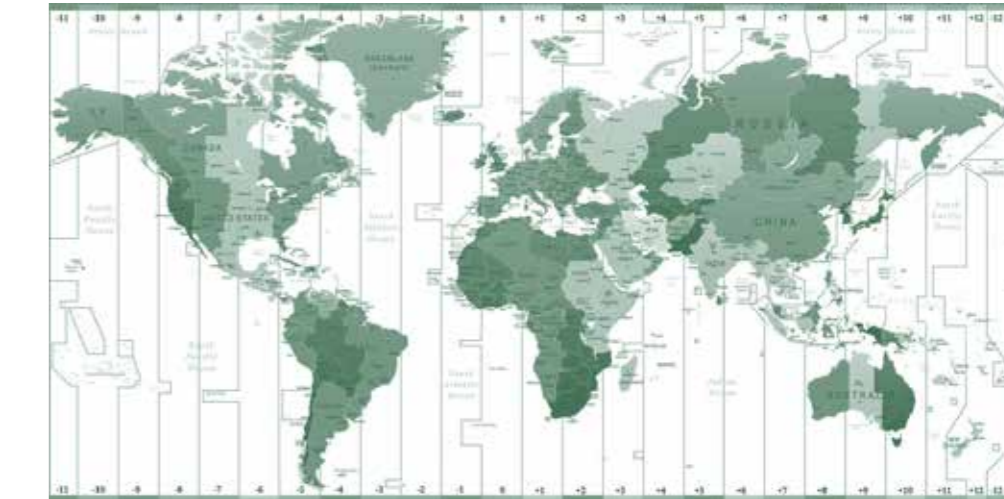
CBM stands for "cubic meters." This measurement refers to the total number of cubic meters required to pack and ship packages.

- Step 1:** You'll need to know the length, width, and height of the carton.
- Step 2:** Convert each measurement into its equivalent value in meters. You can convert cm into meters by dividing them by 100.
- Step 3:** Following the formula below for CBM, multiply together the length, width, and height of the carton.



Step 1	Step 2	Step 3
Length (L): 15 cm Width (W): 10 cm Height (H): 8 cm	Length: 15 cm / 100 = 0.15 m Width: 10 cm / 100 = 0.1 m Height: 8 cm / 100 = 0.08 m	CBM = L * W * H CBM = = 0.15 m * 0.1 m * 0.08 m = 0.0012 cubic meters

### World Time Zones



### Phonetic Alphabet

- |                    |                     |
|--------------------|---------------------|
| <b>A</b> – Alpha   | <b>N</b> – November |
| <b>B</b> – Bravo   | <b>O</b> – Oscar    |
| <b>C</b> – Charlie | <b>P</b> – Papa     |
| <b>D</b> – Delta   | <b>Q</b> – Quebec   |
| <b>E</b> – Echo    | <b>R</b> – Romeo    |
| <b>F</b> – Foxtrot | <b>S</b> – Sierra   |
| <b>G</b> – Golf    | <b>T</b> – Tango    |
| <b>H</b> – Hotel   | <b>U</b> – Uniform  |
| <b>I</b> – India   | <b>V</b> – Victor   |
| <b>J</b> – Juliet  | <b>W</b> – Whiskey  |
| <b>K</b> – Kilo    | <b>X</b> – X-ray    |
| <b>L</b> – Lima    | <b>Y</b> – Yankee   |
| <b>M</b> – Mike    | <b>Z</b> – Zulu     |

