

YOUR COMPANY LETTERHEAD

LETTER OF CREDIT OPENING INSTRUCTIONS

Please fax us (insert fax number) a copy of your completed application for this L/C and wait for our agreement BEFORE opening the L/C with your bank.

Date:
From Fax: (Your fax number)
Your name and title

Attn: Letters of Credit Department
To Fax:
cc: Sales- Order _____

Reference Proforma Invoice or Purchase Order No. _____

APPLICANT:

Name
Address

BENEFICIARY:

Your company name
Address

Letter of credit MUST be CONFIRMED by:

Domestic Bank Name
SWIFT
Address

AMOUNT: USD\$ _____

AVAILABLE WITH: Any Bank AT SIGHT

INCOTERMS: Incoterm with named destination

BANK CHARGES: All charges are for the account of applicant.

SHIPMENT FROM: _____

TO DESTINATION: _____

Partial shipment: Allowed

Transshipment: Allowed

Presentation Period: 21 Days

Latest Shipment Date: _____, 2004 or 90 days after receipt of Letter of Credit

Expiry Date: _____, 2004 or 30 days from latest shipment date

DESCRIPTION OF GOODS: (per purchase order)

DOCUMENTS REQUIRED:

Commercial Invoice

Packing List

Inland Bill of Lading consigned to the order of the bank marked notify applicant and marked freight collect **Please note: this is an FCA (named place) shipment and no airway bill shall be required to negotiate the L/C.**

SPECIAL CONDITIONS:

PLEASE HAVE L/C SENT VIA SWIFT OR TELEX. and advise beneficiary by telephone.