Commerce Bank

FOREIGN BUYER LETTER OF CREDIT INSTRUCTIONS

TO: (Applicant name and address)	FROM: (Beneficiary name and address)

Please find listed below the particular details we require in your documentary Letter of Credit regarding our Pro Forma

Invoice Number: _____ dated _____ .

Please instruct your bank to issue this credit by ☐ **teletransmission** or ☐ **mail**, in accordance with the following terms and subject to the Uniform Customs and Practices for Documentary Credits, International Chamber of Commerce, in effect at the time of issuance. If these terms are not acceptable, please contact us prior to issuance of the Letter of Credit, to avoid delay or non-shipment.

SHIPPING DETAILS

- The Letter of Credit shall be: ☐ Irrevocable ☐ Transferable by Commerce Bank and credit must allow third party documents
- The Letter of Credit shall be: ☐ Confirmed ☐ Advised By: Commerce Bank
  International Department, 4th Floor
  (BB4-5) 1000 Walnut
  Kansas City, MO 64106
  Swift: CBKCUS44
- The Letter of Credit shall be negotiable and payable at the counters of Commerce Bank.
- Letter of Credit shall provide Commerce Bank instructions to debit issuing bank's account with them in reimbursement or allow Commerce Bank to obtain reimbursement from another USA bank by teletransmission.
- Letter of Credit shall be for: ☐ exactly ☐ up to ☐ about _____ % and in the amount of
  _____ (USD unless otherwise stated)
- Letter of Credit shall be: ☐ At Sight ☐ At _____ days Sight ☐ At _____ days from transport document
- Letter of Credit shall state:
  ☐ All banking charges (including confirmation, discount and acceptance if applicable) are for the account of the applicant.
  ☐ All banking charges outside applicant's country are for the account of beneficiary.
- Partial drawings/shipments to be: ☐ Permitted ☐ Prohibited
- Transhipments to be: ☐ Permitted ☐ Prohibited
- Letter of Credit shall allow transport documents dated no later than _____ .
- Letter of Credit shall allow documents to be presented at counters of Commerce Bank within _____ days of transport document date.
- Letter of Credit shall indicate expiration to be at the advising/confirming bank's counters.
- Letter of Credit shall request drafts to be drawn on Commerce Bank in the event Commerce Bank is requested to confirm the Letter of Credit.
- Other: _____

REQUIRED DOCUMENTS

- **SIGNED COMMERCIAL INVOICE** issued by beneficiary made out in name of applicant stating:

  (a) Terms (according to Incoterms):

☐ ExWorks	☐ FCA		(named place: _____)
☐ FAS	☐ FOB	☐ DAT	(named port of shipment: _____)
☐ CFR	☐ CIF	☐ DAP	(named port of destination: _____)
☐ CPT	☐ CIP	☐ DDP	(named port of destination: _____)

  (b) Covering:
  ☐ Merchandise as per Pro Forma Invoice Number: _____ dated _____
  – OR –
  ☐ Merchandise as follows: _____
  (indicate short description of merchandise as it will appear on the invoice)

- **TRANSPORT DOCUMENTS:** (check one)
  ☐ Marine/Ocean Bill of Lading covering port-to-port shipment – OR –
  ☐ Multimodal Transport Document (covers at least two difference modes of transport) – OR –
  ☐ Air Transport Document – OR –
  ☐ Copy of Truck bill of Lading – OR –
  ☐ Other: _____

  (Fill out information below indicating how the above transport document is to be consigned and freight requirement)

  Consigned ☐ to _____ – OR –
  ☐ to order of: _____

  Marked: ☐ Freight Collect – OR – ☐ Freight Prepaid

  Transport Document to indicate shipment from _____ to _____

  ☐ Credit to allow for transport documents issued by Freight Forwarders

- **OTHER DOCUMENTS:**
  ☐ Packing list
  ☐ Certificate of Origin _____
  ☐ Insurance: ☐ Certificate – OR – ☐ Policy – OR – ☐ Cover Note issued by broker for _____ % of invoice value
  ☐ Other: _____