

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, N.A. and credit must allow third party documents
- The Letter of Credit shall be: Confirmed Advised By: Commerce Bank, N.A.
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 DAF (named place: _____)
 - FAS FOB (named port of shipment: _____)
 - CFR CIF (named port of destination: _____)
 - DES DEQ (named port of destination: _____)
 - CPT CIP DDU (named port of destination: _____)
 - DDP
 - (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: _____