***YOUR COMPANY NAME, Inc.***

**YOUR ADDRESS , TEL / FAX etc.**

Date:

Sold To:

**YOUR BUYER’S NAME**

ADDRESS, CONTACT etc.

**LETTER OF CREDIT INSTRUCTIONS**

We accept Letter of credit as a mode of payment for international orders valuing over US$\_\_\_\_

When issuing Letter of Credit, please adhere to the following instruction. It is suggested that

you provide a copy of this to your opening bank with your application to open a Letter of Credit

so that these instructions are followed by them which will avoid unnecessary delays & expenses

in issuing amendments.

1. Only (A) **Irrevocable**& (B) **Confirmed**Letter of Credit is accepted.

1. It Must be **‘Payable at sight at the counter of a prime California, USA bank.’**

1. **All bank charges must be to the applicant’s (your) account**(including bank charges

outside your country).

1. **Validity for shipping must be after \_\_\_**weeks to avoid unnecessary amendments for

extension, though we mostly ship with in 2-3 weeks from the receipt of Letter of Credit.

1. **Date of Negotiation must be 15 days (21 days**for sea shipments) or more from the date

of shipment.

1. **Air Waybill/Bill of Lading must be consigned to Bank or To Order**(not to the applicant).

7.     **Routing instruction** for shipment (apply on FOB terms only) **must not be on Letter of**

**Credit,**instead be on your Purchase Order.

1. Any required document other than those shown below must **need a prior acceptance from us**

otherwise we ask for the amendment to Letter of Credit –

A. Commercial Invoice                        D. Air Waybill/Bill of Lading

B. Certificate of Origin                         E. Insurance Certificate (if required

C. Packing List