

Letter of Credit Instructions

Date: F XYZ Company
R Post Office Box
O Philadelphia, PA 19123
M

To:

Gentlemen:

Following are the particular details we wish to have included in your documentary Letter of Credit, issued in reply to our Pro Forma invoice number _____, dated _____.

Please instruct your bank to open and issue this credit in accordance with the following terms and subject to the Uniform Customs and Practices for Documentary Credits, International Chamber of Commerce Publication Latest Version.

We have made every effort in these instructions to provide you with terms which can be easily accommodated. If you or your bank are unable to comply with these terms and conditions, please consult with our offices prior to the issuance of the credit to avoid delay or non-shipment.

Thank you for your cooperation.

1. The Letter of Credit shall be irrevocable and issued under the Rules of UCP 600.
2. The credit shall be advised/confirmed by:

ABC Bank
Telex Number: XXXXXXXX
SWIFT address: XXXXXXXX
Testing/Authentication: In case of telex transmission, please test the telex with
Our International Center located in xxxxxxxxx

or any other acceptable first class U.S. bank.

3. The credit shall be freely negotiable.
4. The credit shall show as the beneficiary the exact name of: _____.
5. The credit shall be payable in USD, in the amount of: _____.
6. The credit shall be payable at ___(SIGHT)___(TIME)___, and your bank should be instructed that the letter of credit must be T/T reimbursable in the United States. Instructions calling for reimbursement on the issuing bank are not acceptable. Delays in reimbursement ordered by the issuing beyond two business days are not acceptable.
7. The expiration date of the LC is _____.
8. The credit shall show that all banking charges except for banking charges in the U.S. are for the account of the applicant.
- 8.(a) Confirmation charges are for the account of: _____.

9. Partial shipments permitted.
10. Transshipment permitted.
11. Shipment from: Any USA port/airport.
12. The latest shipping date is _____.
13. Full set "clean on board" ocean bills of lading issued to the order of the issuing bank (or to the order of shipper and blank endorsed) and/or airway bills consigned to the issuing bank/buyer.
14. Other Documents: _____

15. Upon receipt and authentication, the U.S. advising bank is to be instructed to notify _____ by telephone (_____) _____ of the letter of credit.
16. The credit shall include a statement waiving all discrepancies which might be noted by the document examining bank in the U.S. except:
 1. Missing documentation
 2. Merchandise description on commercial invoice
 3. Maximum value of credit
 4. Expiry date of the credit