



RHDC INTERNATIONAL

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 FAX: (713) 869-0553

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 PH : (630) 595-7877
 FAX: (630) 595-7811

WASHINGTON D.C. OFFICE:
 2121 Eisenhower Ave.
 Ste. 327
 Alexandria, VA 22314 PH:
 800-468-3627

RHDC COVER LETTER (Use one per set of Documents)

1. HOW CAN RHDC SERVE YOU TODAY:

LEGALIZATION LETTER OF CREDIT PROCESSING HAND CARRY LOCAL CHAMBER ONLY TRANSLATION CARNET OTHER

LEGALIZATION COUNTRY _____ L/C COUNTRY _____ Rush Service (If Applicable) _____

2. DOCUMENTS TO BE ENCLOSED:

COMMERCIAL INVOICE CERTIFICATE OF ORIGIN PACKING LIST LETTER OF CREDIT OTHER _____

3. PLEASE FILL OUT THE ENTIRE SECTION

TOTAL NUMBER OF DOCUMENTS TO BE LEGALIZED: _____

YOUR RHDC ACCOUNT NUMBER:	DATE:
FORWARDER:	SHIPPER:
YOUR NAME:	YOUR E-MAIL:

ADDRESS: _____

CITY, STATE & ZIP: _____

PHONE NUMBER: _____ FAX NUMBER: _____

BILLING REFERENCE NUMBER (MUST BE INCLUDED): _____

YOUR SIGNATURE (MUST BE INCLUDED): _____

RHDC CONTACT: _____ PRICE QUOTED: \$ _____

Documents are accepted by E-mail:

- Do not sign, notarize or chamberize the Certificate of Origin.
- Call to confirm RHDC's receipt of your Fax or E-mail if confirmation is not received!
- Only one original of each document will be legalized unless otherwise indicated. There is an additional charge for extra copies legalized.
- Remember to sign and send this cover letter along with your documents or we will not be able to process your documents.
- To send by Fax: (713) 869-0553
- To send by E-mail: Consular work: LEGAL@RHDC.COM
- To send by E-mail: Letters of Credit: LC@RHDC.com
- Legalization under L/C, please enclose copy of L/C.

NOTE: Please check our Web Site for list of countries accepted by E-mail

Important Note For L/C's:

- We need the original L/C or a legible copy plus all amendments to bank your documents.
- If sale terms are CIF or insurance is required, please include your insurance form.
- Please include bank payment instruction for the shipper (wire transfer instruction). Many banks will not send payment without this information or may charge you extra to send checks.
- Remember to sign and send this cover letter along with your letter of credit or we will not be able to process the LC.

Bank Name: _____

Account Number: _____

Account Name: _____

ABA Number: _____

4. SPECIAL INSTRUCTIONS:

5. RETURN MY DOCUMENTS VIA:

PLEASE INCLUDE YOUR COURIER ACCT NUMBER

RHDC DRIVER: _____

HAVE RHDC BILL US: _____

DHL: _____

FEDEX: _____

UPS: _____ ZIP CODE: _____

OTHER: _____

6. TERMS & CONDITIONS

Use of this cover letter constitutes your agreement to the service condition provided by RHDC. Further, it appoints RHDC as your true and lawful attorney-in-fact with full authority in your place and stead to make a decision. It further authorizes RHDC to endorse, sign, declare or swear to any document required or necessary to complete your service request. It is understood that the sender of documents for any service request is responsible for providing RHDC with accurate and complete information in order to be able to process, complete and comply with banks or consulates. Letter of credit processing provided by RHDC INTERNATIONAL. RHDC disclaims all warranties and guarantees expressed or implied and shall not be liable for any loss or damage resulting from mis-delivery, delays in transportation, errors in processing, special incident, or consequential damages however they may occur. RHDC's maximum liability for providing above-mentioned service is \$100. All documents will be legalized as per customs requirement of the importing country regardless of jurisdiction. RHDC will choose the consulate authorized to certify documents. RHDC will give preference to partner banks.

*** Signature by Fax/Email on this Cover Letter is acceptable. This Cover Letter must be signed, as we cannot provide you this service without signature on this form**

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We Will Match Any International Courier Rate!!!

FOR MORE INFORMATION REGARDING PICK-UP AND DOCUMENT TRACING, PLEASE CALL

TOLL FREE 1-800-468-3627

WWW.RHDC.COM