

L/C BANKING OF DOCUMENTS CHECKLIST

Our Order _____

Cust Name _____

LETTER OF CREDIT:

- ORIGINAL COPY
- VALID EXPIRY DATE
- \$\$ NOT OVERDRAWN
- PRESENTATION NOT LATE

INVOICE:

- APPLICANT NAME/ADDRESS
- SAR NAME/ADDRESS
- SIGNED/LLEGALIZED
- INDICATES SHIPPING TERMS
- GOODS DESCRIPTION WORDING
- COMPUTATIONS CORRECT
- CERTIFICATIONS/ WORDING/SPECIAL STMTS
- DATES CONSISTENT

PACKING LIST:

- TITLED LIST OR SLIP
- WEIGHTS AGREE W/BOL
- SHIPPING MARKS
- DATES CONSISTENT

TRANSPORT DOCS/BOL:

- LATEST SHIP DATE
- SIGNED BY CARRIER/ OR AS AGENT **FOR CARRIER**
- SIGNATURE INC. TITLE
- FRT MARKED PPD/COLLECT
- DATES CONSISTENT
- IS CLEAN, NO DEFECTS NOTED
- MERCH DESCR CONSISTENT
- SHOWS CORRECT POINT OF LOADING
- CONSIGNED TO & NOTIFY PARTY
- SHOWS ULTIMATE DESTINATION

DRAFT:

- DRAWN ON PROPER PARTY
- CORRECT TENOR
- ENDORSED
- MATCHES INVOICE AMOUNT
- REFERENCE # OF ISSUING BANK
- WORDS/NUMBERS MATCH
- DATE CONSISTENT

OTHER DOCUMENTS:

- TITLED PROPERLY
- WORDED PER L/C
- LEGALIZED/STAMPED PER LC
- SIGNED IF REQUIRED