

# YOUR COMPANY LETTERHEAD

## LETTER OF CREDIT OPENING INSTRUCTIONS

**Please fax us (insert fax number) a copy of your completed application for this L/C and wait for our agreement BEFORE opening the L/C with your bank.**

Date:  
From Fax: (Your fax number)  
Your name and title

**Attn: Letters of Credit Department**  
To Fax:  
cc: Sales- Order \_\_\_\_\_

**Reference Proforma Invoice or Purchase Order No. \_\_\_\_\_**

**APPLICANT:**

Name  
Address

**BENEFICIARY:**

Your company name  
Address

**Letter of credit MUST be CONFIRMED by:**

Domestic Bank Name  
SWIFT  
Address

**AMOUNT:** USD\$ \_\_\_\_\_

**AVAILABLE WITH:** Any Bank AT SIGHT

**INCOTERMS:** Incoterm with named destination

**BANK CHARGES:** All charges are for the account of applicant.

**SHIPMENT FROM:** \_\_\_\_\_

**TO DESTINATION:** \_\_\_\_\_

**Partial shipment:** Allowed

**Transshipment:** Allowed

**Presentation Period:** 21 Days

**Latest Shipment Date:** \_\_\_\_\_, 2004 or 90 days after receipt of Letter of Credit

**Expiry Date:** \_\_\_\_\_, 2004 or 30 days from latest shipment date

**DESCRIPTION OF GOODS:** (per purchase order)

**DOCUMENTS REQUIRED:**

Commercial Invoice

Packing List

**Inland Bill of Lading** consigned to the order of the bank marked notify applicant and marked freight collect **Please note: this is an FCA (named place) shipment and no airway bill shall be required to negotiate the L/C.**

**SPECIAL CONDITIONS:**

PLEASE HAVE L/C SENT VIA SWIFT OR TELEX. and advise beneficiary by telephone.