

Information Sheet:

Letter of Credit Instructions

Please include the following details in your letter of credit to be issued in reply to our Proforma Invoice No.: _____ Dated: _____. If you have any questions regarding these instructions, please contact *Company Name*.

1. **Type of Letter of Credit:** irrevocable letter of credit.
2. **Advised by:**

and made payable at their counters.

3. **Beneficiary:**

Company Name
Company Address
City, State USA

4. **Payable:**

- a. in U.S. dollars not to exceed: _____
- b. at sight
- c. _____ days (from date of Bill of Lading)
- d. by U.S. reimbursing bank

5. **Bank Charges:**

- a. outside the beneficiarie's country are for the account of the applicant.
- b. for amendments, are for the account of the applicant.

6. **Description:** (Use as 'generic' a description of your products as possible, i.e., 'valves' — not 150 psi, class II, cast iron, float valve!)

7. **Transshipment:** Allowed

8. **Partial Shipment:** Allowed (*Company Name*) agrees not to ship less than 80% of L/C value without prior applicant approval.

9. **Shipping Date:** 90 days after opening date (of L/C).

10. **Expiry Date:** 21 days after shipping date (as stated in L/C).