



## GUIDELINES FOR ESTABLISHMENT OF LETTERS OF CREDIT

In our continuing efforts to quickly process your orders and to assist you in creating a Letter of Credit that is acceptable to Our Corporation; we request that the following be presented to the originating bank and complied with.

1. The Letter of Credit should be in accordance with the Uniform Customs and Practices for documentary Credits; International Chamber of Commerce Publication 600.
2. The Letter of Credit must be confirmed via a United States Bank, be irrevocable, and be payable in U.S. Dollars.
3. The Letter of Credit must have a validity allowing a minimum of 45 days (consider your required lead times and adjust the date accordingly) from the date of opening to the latest shipment date, and allow for presentation of documents for payment a minimum of 10 days after shipment.
4. The beneficiary must be shown as: OUR CORPORATION, CORPORATION ROAD, PO BOX 11, OUR TOWN, PA 11111-1111, USA.
5. The credit must be payable at sight to Our Corporation, via the confirming bank (if you decide to confirm).
6. All banking charges, foreign and/or domestic (if they agree), are to be payable from the account of the purchaser. Our Corporation will not pay banking charges incurred on Letter of Credit transactions.
7. Partial shipments should be allowed. Our Corporation will do our best to ship complete orders under one waybill, and no partial shipments will be made without prior consent of the purchaser.
8. Transshipments should be allowed. (This is a general rule for those locations not regularly serviced by direct air flights).

We reserve the right to use the freight forwarder of our choice on orders payable by Letter of Credit, so we may be guaranteed the accurate preparation and presentation of documents for payment. All shipping and insurance quotations made by Our Corporation, are valid only if Our Corporation utilizes the freight forwarder of our choice.

All orders payable via Letter of Credit are not deemed as valid until receipt and acceptance by Our Corporation of the Letter of Credit original document.

Please refer all questions to this office.

Thank you.

Jade International  
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