



**To : The Manager
PEOPLE'S BANK
TRADE SERVICES**

Date :

We enclose the following draft(s) and documents for ☐ Collection ☐ Purchase/Negotiation.

To :	Drawer/Applicant :
Drawee/Beneficiary :	Our Reference No :
	Term :
	Draft Amount :
Merchandise :	LC Number & Issuing Bank:

Shipped on : from : to :

Documents	Drafts	Comm. Invoice	B/L AWB	Ins Pol/ Cert	Pkg List	Cert. Origin	Insp. Cert.				
1st Mail											
2nd Mail											

Please follow instructions marked "X". Applicable for Collection (DA/DP) documents only.

Deliver documents against payment.	Collecting bank's charges are for account of drawees. If refused Waive*/Do not waive*.
Deliver documents against acceptance.	Protest for non-payment*/non-acceptance*.
Payment may be deferred until the arrival of the carrying vessel.	Collecting bank's charges are for our account.
Acceptance may be deferred until the arrival of the carrying vessel.	Despatch Original Documents by Courier*/Reg. Airmail*.
If documents are not taken up on arrival of the carrying vessel arrange for the goods to be stored in bond and insured. Storage and Insurance charges are for our account if refused by drawee.	In CASE OF NEED refer to
Collect from drawees INTEREST @ pct. p.a. (Please state the interest rate, otherwise the bank's prevailing rate will be stated)from.....	Please authorize Collecting Bank to deduct From proceeds and pay to being Agent's commission.
Please convert bill against Exchange Contract No..... at agreed rate of	Special Instructions :

(* Please delete as appropriate.)

For queries regarding this bill, please contact Mr./Mrs/Ms.....(Telephone No.).

- ☐ Credit our account in your books (No.....) and recover Rs..... against Pre-Export No.....
- ☐ Send us your Cashier's order
- ☐ Credit our account with under advice to us.

Yours faithfully,

Authorized Signature/s & Company Chop

Note : 1. Handling of Documents under Letters of Credit will be subject to UCP 500 and the Collection (DA/DP) documents will be Subject to URC 522.
2. Negotiation/Purchase of drafts/documents will be subject to availability of Lines/facilities.

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