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: 

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

Deliver documents against payment. 

Collecting bank’s charges are for account of drawee. 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 drawee’s INTEREST @ ........... pct. p.a. (Please state the interest rate, otherwise the bank’s prevailing rate will be stated.) 

Please authorize Collecting Bank to deduct .....

stated from ..................................................

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.