To: Our Export Customers
From: JPMorgan Chase Bank, N.A., Global Trade Services

We have specifically designed these materials to assist your export department in the processing of International Trade Transactions. An explanation of each form is indicated below:

1. Guide For Requesting an Export Letter of Credit
   These instructions will provide the buyer with a list of important terms and conditions to be included in the letter of credit that you are requesting.

2. Export Quotation Worksheet
   This worksheet is designed to be an example for gathering the basic information required in the preparation of an export quotation. This is a key step in an international trade transaction.

3. Export Letter of Credit Checklist
   This checklist facilitates an efficient review of each letter of credit. The list indicates items requiring prompt action prior to acceptance of the letter of credit.

4. Most Common Discrepancies in Letter of Credit Documents
   It is helpful to highlight the most common discrepancies found in shipping documents. This helps assure the accuracy of documents presented under letters of credit and avoid delays in payment and processing additional expenses.

We hope that these resources will help facilitate expedient processing of your transactions involving trade documentation. Please note that in the event of any conflict between this guide and your transaction documentation, your transaction documentation will control.

Attachments:
Guide for Requesting a Letter Of Credit
Export Quotation Worksheet
Export Letter Of Credit Checklist
Most Common Discrepancies in Letter of Credit Documents
Guide for Requesting a Letter of Credit

Please instruct your bank to open an irrevocable letter of credit subject to the uniform customs and practice for documentary credits, international chamber of commerce publication 600 and in accordance with the following terms and conditions:

Beneficiary: (Name and address as your invoice will be titled)

__________________________________________

Proforma invoice no: ___________________________ Proforma inv. Date: ___________________________

Your order no: ________________________________ Your order date: ______________________________

Amount: ________________________________ Currency: ______________________________

Merchandise description (Provide a brief description, omit unnecessary details):

__________________________________________

Letter of credit should be advised through:

JPMorgan Chase Bank, N.A.
Global Trade Services – Mail Code: IL1-0236
131 South Dearborn, 5th floor
Chicago, Illinois 60603-5506
Swift: chasus33

Availability: L/C must be available (by payment, acceptance or negotiation as applicable) at the counters of JPMorgan Chase, or be freely negotiable by any bank and provide reimbursement instructions.

Partial shipments: Allowed Not allowed

Confirmation: Add confirmation Do not add confirmation

If a confirmation is requested, such confirmation should be issued by JPMorgan Chase.

Expiration date: ____________ or _______ Days after date of issuance

Shipment date: ____________ or _______ Days after date of issuance

Tenor of draft: Sight _______________ Days after sight

_______________ Days after bill of lading date

Presentation: presentation of documents within _______ days after shipping date.

(Note: please do not use the word "stale" if you need more than 21 days for presentation of documents. Request L/C to read: documents presented in excess of 21 days are acceptable)

Credit must be issued by: SWIFT TELEX COURIER MAIL
Shipping terms: as per incoterms 2010  EXW  FCA  FAS  FOB (ocean only)  CFR  CIF  CPT  CIP
Named place / port / airport __________________________
Other: __________________________

Documents required:
Commercial invoice  ____ Original(s)  ____ Copy(ies)
Packing list  ____ Original(s)  ____ Copy(ies)
Insurance policy/certificate covering all risks (specify additional risks to be covered, if any):

Transport documents:
Marine bill of lading  ____ “Consigned to” or  ____ “Consigned to the order of”:
Multimodal transport document  ____ “Consigned to” or  ____ “Consigned to the order of”:
Air waybill consigned to: __________________________

Truck bill of lading consigned to: __________________________
Other transport documents: __________________________
Transport documents must show shipment
From __________________________ to __________________________
And be marked:  _____________ Freight collect or  _____________ Freight prepaid
And specify notify party (name and address): __________________________

Other documents (if any): __________________________

For transferable L/Cs: L/C must state that it is transferrable and transfers, if any, are restricted to the advising bank
Bank charges: Issuing bank charges are for the account of applicant
Bank charges other than those of the issuing bank (advising, confirmation, payment, etc) are for the account of ______ applicant or ______ beneficiary
Discount charges: If applicable, are for the account of ________ applicant or ________ beneficiary
Other special instructions: __________________________
# Export Quotation Worksheet

<table>
<thead>
<tr>
<th>Date</th>
<th>Customer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Purchase Order</th>
<th>Date Received</th>
<th>Our Pro Forma Invoice Number</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Commodity</th>
<th>Gross Weight</th>
<th>Cubic Measurements</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Shipment By</th>
<th>Air</th>
<th>Ocean</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Shipment From</th>
<th>To</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Export selling price of goods $</th>
<th>Packing for export</th>
</tr>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Inland Freight to port/airport</th>
<th>Consular legalization fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inspection fees</th>
<th>Freight forwarding fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Bank Charges</th>
<th>FOB/FCA loading port/airport $</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ocean freight</th>
<th>Air freight</th>
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</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>CFR/CPT unloading port/airport $</th>
<th>Insurance premium</th>
<th>CIF/CIP unloading port/airport $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

The above offering is based on current prices and is valid until ______________________

<table>
<thead>
<tr>
<th>Terms:</th>
<th>L/C</th>
<th>Collection</th>
<th>Open Account</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tr>
</tbody>
</table>

Prepared by: ______________________  Authorized by: ______________________
Upon receipt of the letter of credit, read it in its entirety and check the following:

Buyer ____________________________________________________________

Purchase Order No. ____________________________________________ Or

Pro Forma Invoice No. __________________________ Dated ________________

L/C No. __________________________________________________________

Date Received ____________________________ [ ] Pre-advised by phone

1) Terms to Check
Letter of Credit is [ ] Irrevocable [ ] Revocable
Letter of Credit has been [ ] Advised [ ] Confirmed
Beneficiary’s name and address [ ] OK [ ] NO
Amount sufficient to cover costs [ ] OK [ ] NO
Price, Quantity, Good Description [ ] OK [ ] NO
Expiry Date [ ] OK [ ] NO
Latest Shipment Date [ ] OK [ ] NO
Terms of the Draft [ ] Sight [ ] Time (Usance/terms)
U.S. Bank Charges [ ] Buyer [ ] Seller

2) Shipping Instructions
Export license needed [ ] YES [ ] NO
Need documents legalized [ ] YES [ ] NO
Partial shipments [ ] Allowed [ ] Prohibited
Transshipments [ ] Allowed [ ] Prohibited
Shipments via [ ] Ocean [ ] Air

Shipment terms [ ] FOB [ ] FCA [ ] FAS [ ] CFR
[ ] CPT [ ] CIF [ ] CIP [ ] EXW

Shipment from __________________________ to __________________________ [ ] OK [ ] NO
Consignment to __________________________

Shipping Marks __________________________

Bank to present documents to __________________________

Copy of Letter of Credit to be sent to:

[ ] Freight Forwarder [ ] Traffic Department
[ ] Credit Department [ ] Sales Department

3) Final Approval
Letter of Credit is Acceptable [ ] YES [ ] NO [ ] Amendment Needed

If amendment is necessary, request change of the following: __________________________

Checked by __________________________ Initials _________ Date ________________
Most Common Discrepancies in Letter of Credit Documents

**Drafts**
- Drawn on the wrong party
- Tenor (sight/time) is incorrect
- Not properly signed and/or endorsed
- Amount differs from what is indicated on the invoice
- Amount differs in words and numbers
- Letter of Credit number and issuing bank’s name are missing
- Drawn on statement not per letter of credit

**Commercial Invoice**
- Description of goods not exactly as per the letter of credit
- L/C amount exceeded. Excess quantity shipped
- Partial shipment effected (when prohibited)
- Shipping terms not stated, or inconsistent with the letter of credit
- Packages listed as cartons, are described as cases on the bill of lading (inconsistency)
- Goods shipped not required under the letter of credit (i.e. samples at no charge)
- The amount of freight charges, if shown separately, differs from that shown on the transport document
- Includes unauthorized charges, (i.e. handling and documentation charges in addition to FOB vessel/FCA airport terms
- Not signed/not visaed by Chamber of Commerce or not legalized (when required)

**Marine Bill of Lading**
- Unclean bill of lading presented (i.e. expressly declares a defective condition of the goods/and or of the packaging)
- No evidence of goods actually shipped or loaded on board a named vessel (i.e. notation is not dated or signed)
- Shipment made between ports other than those specified in the letter of credit
- Issued or endorsed to the wrong party
- Notify party and consignee not per letter of credit requirement
- Bill of lading issued by forwarding agent
- Transshipment effected (when prohibited)
- Late shipment

**Air Waybill**
- Evidences unauthorized charges to be collected from consignee contrary to shipping terms (i.e. handling, documentation, cartage, insurance)
- Shipment made between airports other than those on the letter of credit
- Not signed by carrier, or his agent, does not bear the reception stamp of the carrier or his agent
- Does not include flight date and/or flight number
Insurance Document

- Goods are underinsured
- An insurance certificate was presented when credit calls for an insurance policy
- Does not identify with goods shipped (i.e. missing shipping marks, number of shipping units, weights, etc.)
- Dated after the date of shipment, and no evidence that coverage is effective at the latest date from shipment
- Not endorsed or countersigned
- Not all originals presented or accounted for
- Insurance risks covered not as specified on the letter of credit

General

- Late presentation
- Letter of Credit expired
- Partial shipment effected when the letter of credit prohibits it
- Documents inconsistent with one another (i.e. shipping marks, weights, quantities differ)
- Beneficiary’s name/address not per the letter of credit
- Applicant’s name/address not per the letter of credit
- Absence of documents called for in the letter of credit
- Absence of signatures on documents, when required