

## ZESTY! SALSAS

#1 CHIPOTLE ROAD, CHICAGO ILLINOIS 60606

TERESA MALOUF, PRESIDENT & CEO TELEPHONE: (800) 555-2222

### SUGGESTED INSTRUCTIONS FOR OPENING A LETTER OF CREDIT

DEAR BUSINESS PARTNER:

Please find below the following terms and conditions we would like to see from a letter of credit issued by your bank. Your company's efforts to comply with these terms and conditions in the issuance of this letter of credit will be much appreciated and ensure prompt shipment of the order. If your bank is unable or unwilling to issue the credit within the following guidelines, please contact us immediately with information on those areas that must be adjusted. This will eliminate needless costs involved in amendments and delay after the credit has been issued. The Letter of Credit is to be drawn in irrevocable form and be subject to the Uniform Customers and Practice for Documentary Credits, UCP 600 International Chamber of Commerce.

1. The Letter of Credit is to be confirmed by our bank, The National Bank, Chicago Illinois, 60606 SWIFT nbord6928 ABA 12123432 Telex nationalord6928
2. The beneficiary is to be shown as Zesty! Salsas, with address as indicated above
3. The Letter of Credit is to allow drafts to be presented at sight
4. The letter of credit will allow for payment in U.S. dollars only.
5. The amount available with the letter of credit shall be expressed as "not to exceed" the stated amount, as the beneficiary will charge only those transportation costs in effect at the time of shipment.
6. Zesty! Salsa normally provides the following documents when they are requested in the letter of credit. Please advise the requirement for any other documents prior to opening the credit.
  - Carrier Air Waybill evidencing shipment from origin to destination airport
  - Commercial Invoice, one original and three (3) copies totaled to CIP, Port of Import
  - Packing List, one original and three (2) copies.
  - Insurance Certificate in the amount of CPT plus 10% covering all risks.
  - Certification of Origin and stating the good are of U.S. origin and certified by a Chamber of Commerce.
7. Shipment shall be evidenced by an air carrier's bill of lading.
8. The air waybill shall be marked "freight paid" as terms of sale would indicate
9. The Letter of Credit must indicate that all banking charges in Singapore shall be for the account of the applicant, and those in Chicago for beneficiary.
10. The Letter of Credit shall not require the air waybill to be presented sooner than 15 days after the air waybill date or the expiration of the credit whichever come sooner.
11. The port of export shall be specified as O'Hare International Airport (ORD)