

Presentation of documents and / or drafts for Collection

To

Name and address of the presenting party:

Name

Name

Street

Post code/place

Contact person for further information

Phone No. _____ Fax _____

E-Mail

Our ref.-number:

_____ the following documents for collection as per below mentioned instructions:

Draft/receipt	Commercial invoice	Bill of Lading	Airwaybill
_____	_____	_____	_____
Road Consignment Note (CMR)	Railway Bill	Certificate of Origin	Movement Certificate
_____	_____	_____	_____
Insurance policy/certificate	Forwarders certificate of receipt	Weight. List/Packing List	Customs/Consulate Invoice
_____	_____	_____	_____
Further documents			
_____	_____	_____	_____
_____	_____	_____	_____

Currency/Amount:	_____	Maturity:	_____
Drawee:	_____	Collecting bank:	_____
	_____		_____
	_____		_____
	_____		_____

Covering shipment of _____

by _____ from _____ to _____

on _____.

Importer _____

The documents are to be delivered against:

payment

acceptance due on/at _____

Letter of Undertaking

free of charge

Instructions of protest (in case of payment by bill of exchange):

Despatch of documents by courier service _____ our customer No.: _____



Presentation of documents and / or drafts for Collection

Further instructions:

- The taking up of the documents can be postponed until arrival of goods.
- The accepted bill should be kept by the collection bank until maturity. Please inform us of the due - date.
- The accepted bill is to be sent back to you for _____ .

Information:

In case of difficulties please advise us _____

Representative:

Name and address: _____

who in case of difficulties has to be informed, and who, however, is _____ to dispose of the documents.

Amount to be paid from the collection to the representative _____

Bank data

IBAN _____ BIC _____

Charges and interest (to be indicated):

- Your charges will be borne by _____ Fees abroad are for _____ account
- plus interest Period for calculation: _____ rate of interest: _____
method for calculation: _____

The release of documents is subject to the payment of the charges: yes no

Additional instructions (for example: instructions in case of non-payment):

Please remit the proceeds after receipt of funds to _____
BIC _____ with you.

This order is to be executed in accordance with the „Uniform Rules for Collections“ issued by the Internal Cahmber of Commerce, Paris, in its latest edition. _____ aware that, if necessary, the notifications for documentary payments required by the Außenwirtschaftsverordnung (AWV) have to be effected by _____ in accordance with the regulations issued by the German Central Bank (Deutsche Bundesbank)“.

Signature(s):

Place and date _____

Stamp and signature(s) of the principal  _____

Presentation of documents and / or drafts for Collection

Seite 1/2

Copy for the customer

To

Name and address of the presenting party:

Name

Name

Street

Post code/place

Contact person for further information

Phone No. _____ Fax _____

E-Mail

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_____	_____	_____	_____
Further documents			
_____	_____	_____	_____
_____	_____	_____	_____

Currency/Amount: _____	_____	Maturity: _____	_____
Drawee: _____	_____	Collecting bank: _____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Covering shipment of _____

by _____ from _____ to _____

on _____.

Importer _____	_____	The documents are to be delivered against:
_____	_____	<input type="checkbox"/> payment
_____	_____	<input type="checkbox"/> acceptance due on/at _____
_____	_____	<input type="checkbox"/> Letter of Undertaking
		<input type="checkbox"/> free of charge
		<input type="checkbox"/> _____

Instructions of protest (in case of payment by bill of exchange):

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Signature(s):

Place and date _____

Stamp and signature(s) of the principal _____ 

