

## 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

Seite 1/2

Copy for the customer

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: \_\_\_\_\_

To

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ 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:          |
|          | _____ | <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):

\_\_\_\_\_

Despatch of documents by courier service \_\_\_\_\_ our customer No.: \_\_\_\_\_



