



PACIFIC INTERNATIONAL DOCUMENTATION CONSULTANTS

6671 SOUTHWEST FWY, SUITE 330, HOUSTON TX 77074
TEL: 713.988.6610 - FAX: 713.988.6504
www.pidc-lc.com

LETTER OF CREDIT COVER LETTER

☛ SHIPPING INFORMATION

Your File Ref. No : _____ L/C No : _____
Forwarder : _____ L/C Exp. Date : _____
City : _____ State : _____ Shipper : _____
Telephone : _____ Fax : _____

☛ IN-HOUSE BANKING SERVICE

- Use Tracing Service Yes No
- Use In House Banking Yes No
- Use Beneficiary Letterhead Yes No
- Do we send documents to the bank or return to you for approval Yes No

☛ COURIER INFORMATION

Airborne Burlington DHL Emery FedEx UPS
 U.S Express Mail Other : _____
Account # : _____

☛ ADDITIONAL COMMENTS

☛ BENEFICIARY'S WIRE TRANSFER INFORMATION

PLEASE COMPLETE THE BENEFICIARY'S WIRE TRANSFER INFORMATION. WIRE TRANSFER EXPEDITES PAYMENT TO THE BENEFICIARY. PLEASE NOTE THAT SOME BANKS WILL NOT MAIL PAYMENT.

Bank Name : _____ ABA # : _____
Account Name : _____ Account # : _____

☛ AUTHORIZATION

I authorize PIDC to contact any bank necessary to obtain information needed to complete this Letter of Credit. I understand that I am responsible for issuing accurate and complete to PIDC that is needed for completion of this Letter of Credit. I hereby appoint PIDC as my true and lawful attorney in fact with full authority in my place and stead to make, endorse, sign, declare or swear to any document required by the Letter of Credit or is needed for collection of funds. I understand that our company is responsible for any additional charges occurred which are needed for the completion of this Letter of Credit such as long distance faxes, long distance phone calls, registered mail, etc. PIDC disclaims all warranties or guarantees expressed or implied, and shall not be liable for any loss of damage resulting from mis-delivery, non-delivery, delays in transportation, special incidental consequential damages however that may occur. PIDC's maximum liability for this Letter of Credit is limited to the maximum amount of \$5,000 per Letter of Credit.

WE ARE ASKING YOU TO PLEASE SIGN OUR LETTER OF CREDIT COVER SHEET. WE NEED YOUR SIGNED AUTHORITY IN OUR OFFICE BEFORE WE CAN LEGALLY COMPLETE YOUR DOCUMENTS. WE WILL ACCEPT YOUR SIGNATURE ON THIS COVER LETTER BY FAX

Signature _____ Print Name _____

ENCLOSED

- Please Check Below
- Original L/C
 - Legible Copy of L/C
 - Airway Bill of B/L
 - Steamship Certificate
 - Proforma or Commercial Invoice
 - Certificate of Origin
 - Insurance Certificate
 - Test Certificate
 - SASO Certificate
 - Phyto Certificate
 - Brochures
 - Shipment Advice
 - SGS Certificate
 - Other

