

**CALIFORNIA BANK & TRUST**

International Banking Group  
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**BILL OF EXCHANGE  
"BANK DRAFT"**

**Instructions for filling out the Bill of Exchange for Letter of Credit**

(You are the "Drawer" of the Draft)

- 1) Enter the date of the draft.
- 2) Enter a draft number. You may use the invoice number, P.O. number or a sequential numbering system.
- 3) Place of Drawing; enter the city and state where the draft is being created.
- 4) Indicate whether the draft will be payable at "Sight" or 30, 60, 90, 120, or 180 days after "Sight" or "Bill of Lading" date.
- 5) Enter the amount in words then enter the amount in figures also select the currency.
- 6) Value Received And Charge To Account Of, you should enter instructions indicated on the Letter of Credit or you may want to enter the following if it applies. "Drawn under ABC Bank, Any City, Any Country letter of credit number 12345 dated January 1, 2000"
- 7) To: the paying bank/drawee bank. In most cases it will be the issuing bank name and address as indicated on Letter of Credit.
- 8) Drawer will be the company name of the maker of the draft. In most cases this is the shipper or beneficiary of the letter of credit.
- 9) The Drawer must sign draft.

<b>Bill of Exchange</b>		Date _____ (1) _____	No. _____ (2) _____
Place of Drawing _____ (3) _____			At _____ (4) _____
Pay To The Order Of <u>California Bank &amp; Trust</u>			
Amount _____ (5) _____			_____ (5) _____
Value Received And Charge To Account Of _____ (6) _____			
_____			
_____			
To: _____ (7) _____	Drawer _____ (8) _____		
_____		_____ (9) _____	
		Authorized Signature	

Sample

----- CUT ALONG THIS LINE -----

<b>Bill of Exchange</b>		Date _____	No. _____
Place of Drawing _____			At _____
Pay To The Order Of <u>California Bank &amp; Trust</u>			
Amount _____			_____
Value Received And Charge To Account Of _____			
_____			
_____			
To: _____	Drawer _____		
_____		_____	
		Authorized Signature	