

Trade Payment Wizard^(tm)
International Documentary Collection Instructions
Documents Against Acceptance

International Documentary Collection Against Acceptance or “D/A.”

An International Documentary Collection Against Acceptance is a formal request for payment made by a bank on behalf of its customer. The bank acts solely as an agent and assumes no responsibility for the requested acceptance and/or payment.

Collection Instructions:

- 1) Complete the Collection Request Wizard form (use upper case only).
- 2) Print and sign the second page International Documentary Collection along with the bill of exchange (Draft).
- 3) Send the International Documentary Collection along with the bill of exchange to the address indicated on the top of the second page together with your transport documents.

Date: _____ Seller Ref: _____
 Drawer (Seller): _____
 Address Line 1: _____
 Address Line 2: _____
 Contact Person: _____
 Phone Number: _____

Drawee (Buyer)
 Address Line 1: _____
 Address Line 2: _____

Collecting Bank (Buyer’s Bank)
 Address Line 1: _____
 Address Line 2: _____

Documents for payment include:

Documents	Draft	Invoice	Packing List	Certificate of Origin	Insurance	AWB	B/L	Other	Other	Other
Originals										
Duplicate										

Covering Shipment of:

Draft/Invoice# _____
 Currency: _____ Amount (in Figures): _____
 Amount (in words): _____
 Tenor: At (Sight or number of days) _____

Upon payment please credit our account as follows:

Account Name: _____
 Account Number: _____
 Bank Name: _____
 Bank Address: _____
 Bank ABA/Transit No.: _____
 Special Instructions: _____

Processing: Print & Sign the Collection request page two along with Draft, then send to California Bank & Trust to the address indicated in the upper left hand corner of the second page with the transport documents.

