

**Trade Payment Wizard<sup>(tm)</sup>**  
**International Documentary Collection Instructions**  
**Documents Against Payment**

**International Documentary Collection Against Payment or “D/P.”**

An International Documentary Collection Against Payment 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 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.

