

LOI SAMPLE (details can be variable)

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LETTERHEAD

We, _____, confirm with full legal and corporate responsibility under penalty of perjury, that we are ready, willing and able to buy _____ mt of _____ under the following terms and conditions :

1. PRODUCT :
2. ORIGIN :
3. SPECIFICATIONS:
4. PACKING : In bulk
5. INSPECTION: (By S.G.S. at loading port, on Seller's account. - [only if mentioned in the offer])
6. QUANTITY:
7. DELIVERY: Port of _____ - first shipment shall be within 30 days after the receipt of L/C by your bank.
8. MODE: FOB/C&F
9. PRICE: US\$ _____ / MT
10. PAYMENT: (Irrevocable, Transferable, Documentary Letter of Credit, opened or confirmed by a Western European bank acceptable to Seller, and payable 100% at sight against presentation of shipping documents, for the entire contract value of _____)
11. PERFORMANCE BOND: % of contract value of each shipment)
12. DOCUMENTS: (Following documents are requested to be presented for payment on shipment:
 - a) Clean on board bill of lading marked "freight prepaid" and blank endorsed.
 - b) Certificate of weight and quantity issued by S.G.S. or comparable
 - c) Certificate of origin issued by or endorsed by Chamber of Commerce of the country of origin.
 - d) Signed commercial invoice.
 - e) Master's receipt of all documents except commercial invoice.
 - f) Weight/packing list).
13. PROCEDURES:
 - a) Buyer issues LOI
 - b) Seller issues proforma
 - c) Buyer signs and returns proforma
 - d) Seller and buyer sign contract
 - e) Buyer instructs his bank to KTT to Seller's bank re proof of funds;
 - f) Seller shall instruct his bank to KTT to Buyer's bank re proof of product and % PB to be operable upon receipt of LC;
 - g) Buyer's bank opens LC;
 - h) First shipment commences within 30 days.
14. BANKING COORDINATES: Documentary letter of credit to be opened by:
Name & Address of Bank _____
Officer: _____
Tel No. _____ Fax No. _____
Telex No _____ Swift Code _____
Buyer's Account No _____
Name and address of confirming prime bank _____
We look forward to receiving Seller's proforma offer.
Yours sincerely _____