

Letter of Credit, L/C, Instructions:

1. Contact the Greenheck Credit department for pre-approval of payment terms prior to placing CAPS order. Proper credit terms must be selected in CAPs for the Discount Request as well as Order Entry.
2. Once payment terms are approved, incorporate the required language below in your instructions to the bank when asking for a LC draft.
3. Send LC draft to Greenheck customer service team prior to opening LC at issuing bank.
4. Use the LC draft with amendments from customer service to open the official LC.
5. Once the advised L/C is received thru BMO bank, Greenheck will review for appropriate language. Greenheck will not schedule an order until the L/C meets Greenheck requirements for that order.
6. Required changes will be identified and sent back to you for amendments. Compliance with the "Required L/C Language" stated below will assist in meeting desired lead-times and ship-dates, and help to avoid costly amendments and/or extension of the L/C. If an amendment is required, the scheduled ship date may be moved out.
7. Order will be released for shipment once Greenheck approves the amendments as well as the L/C terms and conditions are acceptable.

L/C Charges:

Banking fees will be charged at the time of ordering in CAPS. Select Letter of Credit Payment Option.

If L/C states "All Bank Charges are to account of APPLICANT:" a \$400 charge per transaction will occur.

If L/C states "All Bank Charges are to account of BENEFICIARY:" The following charges will apply per transaction.

Letter of Credit Charges	Orders up to \$30,000	\$30,000-\$50,000	Greater than \$50,000
		\$800.00	\$1,200

Amendment Information:

An amendment to a L/C may be required if:

- The L/C instructions described in this document are not followed
- The L/C stipulates that a signature of the vessel carrier/master is required
- The L/C contains any other language or requirements unacceptable to Greenheck or US law.

Incoterms 2010
 Named Place

Job Name

Greenheck reserves the right to refuse the order if the Letter of Credit not issued according to the below instructions. Any amendment charges that result from these discrepancies will be on the buyers account.

Swift Code	Field Name	Required L/C Language (Notes in Blue)
40A/B	Form of Documentary Credit	Irrevocable/ UCP Latest Version
20/21	Documentary Credit Number/ Sender's Reference #	<i>Note: Verify that number is present</i>
31C	Date of Issue	YYYYMMDD
40E		UCPURR Latest Version
51a/52a	Applicant Bank/Issuing Bank	
31D	Date and Place of Expiry	23 Weeks from the date the order is released to production and official Letter of Credit has been advised thru BMO Place: Canada
50	Applicant	Full Name, Address, Telephone number, Fax number, and email address must be present
59	Beneficiary	Greenheck Fan Corporation 400 Ross Avenue PO Box 410 Schofield, Wisconsin 54476, USA
32B	Currency Code, Amount	L/C amount payable in U.S. dollars (USD) <i>Note: must match CAPS order</i>
39A/B	Percentage Credit Amount Tolerance	+10% of L/C value
39C	Additional Amounts Covered	<i>Note: Consult GFC Credit dept. prior to opening the L/C</i>
41A/D	Available With...By...:	BMO the Bank of Montreal BMO Financial Group, Global Trade Operations 250 Yonge Street, 11th Floor Toronto, Ontario, Canada M5B 2L7 Attn: Export Division; Hadi Tannir T : 416-598-6101 or 416-598-6580 Swift # BOFMCAT2
42C/P	Drafts at ...	Sight or Factory approved-deferred payment to be added at 1% per each 30 days to total sale and included in the L/C Value from BILL OF LADING date
43P	Partial Shipments	Allowed
43T	Transshipment	Allowed

GREENHECK FAN CORP
PO BOX 410
400 ROSS AVENUE
SCHOFIELD WI 54476-0410
USA

Swift Code	Field Name	Required L/C Language (Notes in Blue)
44A/E	Loading on Board/Dispatch/Taking in Charge at/from ...	Shipment from "Any North American port". <i>Note: This is to ensure you get the fastest shipping vessel in the case of port congestions as we can ship from a Canadian port</i>
44B/F	For Transportation to ... Place of final destination	Name specific end country port and end country name
44C/D	Latest Date of Shipment	20 Weeks from the date of issuance of the L/C
45A	Description of Goods and/or Services	One lot of miscellaneous fans and ventilation equipment.
46A	Documents Required	<i>No Boycott Language Allowed. Greenheck is required to report to The US Department of Commerce when Boycott Language is used.</i>
		Incoterm + Named Place must also be stated i.e. CIF Named Port
		Commercial Invoice
		Full set 3/3 original Ocean Bills of Lading for ocean shipments marked Freight "Prepaid" for CIF/CFR shipment
		Insurance Certificate -value @110% or less <i>Applicable if CIF Incoterm only</i>
		Packing List
		Certificate of Origin to be Certified/Attested by Chamber of Commerce
		<i>The above documents will be provided with our shipment. Please avoid the requirement of any other documents without prior agreement on Greenheck part</i>
47A	Additional Conditions	<i>No Boycott Language Allowed. Greenheck is required to report to The US Department of Commerce when Boycott Language is used.</i>
		This Credit is Subject to the Uniform Customs and Practice for Documentary Credits 2007 (REVISION) ICC Publication No.600
		Date on documents prior to L/C date is not acceptable
		L/C #, Bank Reference #
		Full name and address of the Applicant and Beneficiary
		Short Form BOL Allowed
		Freight Forwarder BOL Allowed
		<i>The above documents will be provided with our shipment. Please avoid the requirement of any other documents without prior agreement on Greenheck part</i>
71B	Charges/Instructions to Paying Bank	All Bank charges must be for Applicant's account.
48	Period for Presentation	Minimum 21 days after the date of shipment and within the date validity of credit
49	Confirmation Instructions	<i>Consult GFC Credit dept. prior to opening the L/C</i>
78	Instructions to the Paying/Accepting/Negotiating Bank	
57a	Advise Through' Bank	BMO Bank of Montreal BMO Financial Group, Global Trade Operations 250 Yonge Street, 11th Floor Toronto, Ontario, Canada M5B 2L7 Attn: Export Division; Hadi Tannir T:416-598-6101 or 416-598-6580 Swift # BOFMCAT2

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Following are Related to Unacceptable Boycott Language, as examples.

We hereby certify that the beneficiaries, manufacturers, exporters and transferees of this credit are neither blacklisted nor have any connection with Israel, and that the terms and conditions of this credit in no way contravenes the law pertaining to the boycott of Israel and the decisions issued by the Israel Boycott Office

Request for a signed statement from the shipping company, or its agent, stating the name, flag and nationality of the carrying vessel and confirming...that it is permitted to enter Arab ports

Agreements to furnish or actual furnishing of information about the race, religion, sex or national origin of another person

Agreements to furnish or actual furnishing of information about business relationships with or in Israel or with blacklisted companies

Agreements to discriminate or actual discrimination against other persons based on race, religion, sex, national origin, or nationality

Agreement to refuse or actual refusal to do business with or in Israel or with blacklisted companies

References to "Israel" or "Israeli" when the transaction does not otherwise involve any apparent connection to Israel

References to a vessel or aircraft being eligible to enter the ports or airports of a boycotting country.

References to "negative" certificates of product origin (e.g., goods are 'not of Israeli origin').

Transshipment clauses preventing vessels or aircrafts to transship in an Israeli port or airport

Please do not include the words "or the Agent" when your L/C requests this certificate about entering Arab ports. This language makes the L/C reportable to the US Department of Commerce Office of Anti-Boycott Compliance. It is fine to mention that this certificate needs to be provided, but an Agent can never provide it and a request to do so is always reportable.

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