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Drawer/exporter (Full name and address)		Drawer/exporter reference		Barclays Trade Manager reference		Date		
Consignee (Full name and address) (see note 1)				Drawee (if not Consignee) (Full name and address)				
To Barclays Bank PLC UK Trade Services Centre PO Box 340 Camden House East Summer Row, Birmingham B1 3PF Telephone 0845 300 4330 Fax 0845 300 4334 S.W.I.F.T. ADDRESS: BARC GB22				Drawers Bankers Barclays Bank PLC		Sorting Code No. 20 - -		
We enclose the undermentioned bill for collection. Please acknowledge receipt quoting our reference, and follow the instructions marked 'X' below:								
Amount of collection				Bill of exchange claused (see note 4)				
Tenor of bill of exchange								
Date of bill of exchange								
Goods			Date of despatch		Bill of lading / Air waybill No.			
NUMBER OF EACH TYPE OF DOCUMENT								
Bill of exchange (see note 11)	Commercial Invoice	Cert/Cons inv.	Cert. of origin	Ins. pol./cert.	Bill of lading (see note 9 & 11)	Parcel post receipt	Air waybill	
Comb. t'port doc.	Other documents and whereabouts of any missing original bill of lading (see note 9)							
RELEASE DOCUMENTS ON (see note 7)		Acceptance	Payment		If unaccepted and		Protest	Do not protest
If documents are not taken up on arrival of goods then: (see note 2)		Warehouse Goods	Do Not Warehouse		advise reason by (see note 8)		Telex/SWIFT	Mail
		Insure Against Fire	Do Not Insure		If unpaid and		Protest	Do not protest
Collect all charges: (see note 3)			Yes	No	advise reason by (see note 8)		Telex/SWIFT	Mail
Collect correspondent's charges only			Yes	No	Acceptance/Payment may be deferred until the arrival of goods		YES	NO
If refused charges may be waived (see note 5)			Yes	No	After final payment remit proceeds by		Telex/SWIFT	Mail
In case of need refer to: (see note 6)						For Guidance	Accept their instructions	
SPECIAL INSTRUCTIONS. Represent on arrival of goods if not honoured on first presentation								
Drawees Bankers – Full name and address (if known)				Please apply proceeds of this collection as indicated with an 'X' (see note 10)		Credit our Sterling Account No.		
						Credit our Foreign Currency Account No. Currency:		
						Apply to Forward Contract No.		
				This collection is subject to Uniform Rules for Collections (latest version)				
Despatch documents by courier (charges for our account)			Yes	Date & Signature				

This Collection is subject to Uniform Rules for Collections (latest revision)

Banks are not obliged to examine documents, it is therefore important that the covering schedule contains full and precise instructions.

1. Goods should not be despatched directly to the address of a bank or consigned to a bank without their prior agreement.
2. Banks are under no obligation to undertake storage and insurance of the goods. **Some countries' regulations prohibit this.** Normally for this to be possible, a document of title (e.g. Bill of Lading) must be included.
3. Any charges and expenses, whether our own or the collecting bank's, not recovered from the drawee, including any costs of protecting the goods, will be charged to you. Please note that where the collecting bank requires payment of charges and expenses in advance, we reserve the right to recover such amount immediately from you.
4. If interest is to be collected then the Collection schedule must state the interest rate, the interest period, and the basis of calculation (i.e. the number of days; 360 or 365). It should also indicate whether interest may be waived or not.
5. Where interest charges may not be waived (or where part payment is offered) the collecting bank will not deliver the documents and/or bill of exchange(s) until full payment is received, nor will it be responsible for any consequences arising out of the delay in delivering the documents.
6. The "In Case of Need" should be an agent or another person, usually in the country of the drawee, willing to act on your behalf.
7. Collections should NOT contain tenor bills with an instruction to release documents on payment. Please seek advice from your Manager International Trade.
8. Protest is a legal notation that the drawee has refused payment and can assist in legal proceedings to pursue the debt. It is not always available in the drawee's country, and in some cases has limited value.
9. Bills of Lading are issued in sets, usually 3 originals. If all of the originals are not attached, please ensure that details of the whereabouts of any missing ones are stated.
10. Should the settlement instructions change, please notify the UK Trade Services Centre immediately.
11. Endorsements
 - If a Bill of Exchange is drawn to your order, it must be blank endorsed on the reverse.
 - If a Bill of Lading is drawn to the order of the shipper, it should be endorsed on the reverse by the shipper to allow another party to take possession of the goods.