RHDC INTERNATIONAL

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RHDC COVER LETTER (Use one per set of Documents)

1. HOW CAN RHDC SERVE YOU TODAY:

☐ LEGALIZATION ☐ LETTER OF CREDIT PROCESSING ☐ HAND CARRY ☐ TRANSLATION ☐ OTHER

LEGALIZATION COUNTRY_____ L/C COUNTRY_____

2. DOCUMENTS ENCLOSED:

☐ COMMERCIAL INVOICE ☐ CERTIFICATE OF ORIGIN ☐ PACKING LIST ☐ B.L. / AWB ☐ LETTER OF CREDIT ☐ OTHER _____

3. PLEASE FILL OUT THE ENTIRE SECTION

YOUR RHDC ACCOUNT NUMBER:	DATE:
FORWARDER:	SHIPPER:
YOUR NAME:	YOUR E-MAIL:
ADDRESS:	
CITY, STATE & ZIP:	
PHONE NUMBER: ( )	FAX NUMBER: ( )
BILLING REFERENCE NUMBER (MUST BE INCLUDED):	
YOUR SIGNATURE (MUST BE INCLUDED):	
RHDC CONTACT:	PRICE QUOTED: $

Documents are accepted by E-mail / Fax:

1. Do not sign, notarize or chamberize the Certificate of Origin
2. Call to confirm RHDC's receipt of your Fax or E-mail
3. Only one original of each document will be legalized unless otherwise indicated. There is an additional charge for extra copies legalized
4. Remember to sign and send this cover letter along with your documents or we will not be able to process your documents.
5. To send by Fax: (713) 869-0553
6. To send by E-mail: Consular work: LEGAL@RHDC.COM
7. To send by E-mail: Letters of Credit: LC@RHDC.com
8. Legalization under L/C, please enclose copy of L/C.
9. All Latin American shipments must have AWB / BL.

NOTE: Please check our Web Site for list of countries accepted by E-mail / Fax

Important Note:

1. We need the original L/C or a legible copy plus all amendments to bank your documents
2. If sale terms are CIF or insurance is required, please include your insurance form
3. Please include bank payment instruction for the shipper (wire transfer instruction). Many banks will not send payment without this information or may charge you extra to send checks
4. Remember to sign and send this cover letter along with your letter of credit or we will not be able to process the LC.

Bank Name: _____

Account Number: _____

Account Name: _____

4. SPECIAL INSTRUCTIONS:

5. RETURN MY DOCUMENTS VIA:

PLEASE INCLUDE YOUR COURIER ACCT NUMBER

RHDC:_____

DHL:_____

EMERY:_____

AIRBORNE:_____

FEDEX:_____

UPS:_____ZIP CODE:_____

US MAIL:_____

OTHER:_____

6. TERMS & CONDITIONS

Use of this cover letter constitutes your agreement to the service condition provided by RHDC. Further, It appoints RHDC as your true and lawful attorney-in-fact with full authority in your place and stead to make a decision. It further authorizes RHDC to endorse, sign, declare or swear to any document required or necessary to complete your letter of credit or legalization. RHDC may designate and assign this power of attorney. It is understood that the sender of documents for letter of credit or legalization is responsible for providing RHDC with accurate and complete information in order to be able to process, complete and comply with banks and consulates. Letter of credit processing provided by RHDC INTERNATIONAL. RHDC disclaims all warranties and guarantees expressed or implied, and shall not be liable for any loss or damage resulting from mis-delivery, delays in transportation, errors in processing, special incident or consequential damages however they may occur. RHDC's maximum liability for providing above-mentioned service is $50.00. All documents will be legalized as per customs requirement of the importing country regardless of jurisdiction. RHDC will choose the consulate authorized to certify documents. RHDC will give preference to partner banks.

*** Signature by Fax on this Cover Letter is acceptable. This Cover Letter must be signed, as we cannot provide you this service without signature on this form**

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