



RHDC INTERNATIONAL

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You may not have realized that RHDC International has been providing Freight Forwarders & Exporters a full service Letter of Credit document preparation service since 1981. Since that time we have grown to become one of the largest in the country and our customer base includes the offices of major Freight Forwarders and Fortune 1000 companies across the U.S. and Canada.

We provide the following services:

- ★ Review the L/C for terms and conditions, advising if changes are necessary
- ★ Prepare all required documents; including the transport document (provide us your blank AWB's or NVOCC BL's). In the case of Carrier shipments we will make the BL Master for you.
- ★ Arrange for legalization, if required, or Inspection certificates
- ★ Coordinate with your staff for the transport document. Make any necessary adjustments with proper authorization. Adjustments must be made in writing via e-mail or fax
- ★ Bank documents using our In-House Bank or the shipper's bank
- ★ Provide status information (when paid, etc.) on In-House Banking or Tracing Service documents via the internet or e-mail
- ★ Provide copies for the shipper and freight forwarder
- ★ Furnish free pickup and delivery of documents in selected cities where RHDC has an office or courier arrangement.
- ★ Documents can be e-mailed to LC@RHDC.com

“Freely Negotiable” L/C's are banked using our In-House Banking Service (we have bank negotiators on premises), allowing us to provide status information and expedited processing on your files free of charge. Confirmed items will be sent to the appropriate bank in the U.S. **Our base processing fee is \$100 - \$125 for most countries and \$150 for Middle East countries as well as India, Bangladesh and Vietnam.**

Standard turnaround is 72 hours from the time that we have all of the information to complete the file (i.e. all transport details). Each item submitted must be accompanied by our RHDC cover letter with your signature. Signing this cover letter is imperative for power of attorney purposes. We also handle AID L/C's, call for pricing and details. Customers with higher volume business or multiple branch programs should contact us for our exclusive volume pricing programs. **Contact us at 713-863-8080 or toll free at 800-468-3627 for our complete range of services and additional pricing information.**

RHDC International

Setup and Pricing Sheet

Thank you for choosing RHDC International for your L/C needs. We want the L/C process to be a smooth one for you, so we've enclosed the following information to help you. What is required to complete the transaction is the following:

- 📄 An original or clean copy of the L/C. Try to get us the L/C as far ahead of shipment as possible because most of the documents we create take their data off the L/C. Having the L/C ahead of shipment allows us to track critical expiry, shipment and presentation timeframes so you don't lose your claim under the L/C. In addition, we can review the L/C ahead of time and spot potential problems.

- 📄 Customer Invoice

- ✈️ Transport information-either original B/L (ocean) or flight information for an air shipment. We will prepare either a house AWB or complete your own NVOCC B/L. Otherwise, we can use the carrier's or your own prepared B/L or AWB

- 📄 Any third party survey or inspection reports (i.e., SGS). Generally, we would prefer to handle the SGS certificate. You provide a copy of the survey report and an invoice and we will contact SGS. The reason is that if the invoice is not per the L/C (and many we receive are not) then we may have to get the inspection certificate reissued or have to correct the one sent with the file. Having us handle the process saves you time and could save us (and your customer) time on the back end. The same goes for L/C's requiring legalization; let us take the burden off of you by allowing us to handle any necessary legalization of the documents for you.

- 💰 Banking information for the beneficiary. This is **Very Important** since many banks today refuse to issue checks to shippers. Your shipper would also prefer to be paid faster via wire transfer

- ✓ A completed copy of the RHDC Company Cover Letter. This is also very important, as we need your signature on the form to authorize us to sign documents on your behalf, if necessary. If you do not sign the form we cannot complete the transaction. **No exceptions on this point.**



Our standard service provides for a 72 hour turnaround from the time we receive the L/C along with **all transportation details** to complete the file. Although most customers do not require us to perform the following functions for their shipments, these additional fees would apply if needed:

Other miscellaneous charges are as follows:

1. \$35 additional (for the first document) if we are required to use shipper provided documents in the preparation of the L/C. Additional documents are \$25 each. Generally we recreate all documents for the L/C transaction (with obvious exceptions) and present a generic set of banking documents to the bank. Exporter provided detailed invoices and packing lists, if necessary, is forwarded along with the banking documents through the bank to the consignee
2. Faxes are \$10 (domestic or international) up to 5 pages
3. We do charge for actual out of pocket expenses we incur for postage for sending documents to overseas banks or consignee's. **International courier is \$60. Domestic courier is \$20** unless it is to an RHDC city, in which case it is free. We can use your courier account for this purpose but charge \$5 if you do not provide us a completely filled in courier form addressed properly
4. Sight drafts only are \$50 (Our Form) \$100 on your banks draft form.
5. AID Letters of Credit are \$600 and up..
6. File Cancellation Fee - \$25.
7. Rush Fee - \$40
8. Tracing Fee \$15 (Free for items sent through our processing banks)
9. 3rd Party Inspection-\$35
10. C/O Chamber Fee-\$10
11. Bill of Lading or AWB Prep Per L/C - \$50
12. Online Insurance Certificate Prep. - \$35

We provide one copy of the completed file for your records. Lastly, we generally bank all non-restricted or “freely negotiable” L/C's with our local processing banks. We call this service, **In-House Banking**. In this case, we provide free status tracing (when documents have been checked, when they are paid, etc.) and provide you details via our unique web reporting system.

Our phone/fax/ mailing address is:

RHDC International
8100 Washington Avenue, Suite 105
Houston, TX. 77007
Phone 713-863-8080
Fax 713-863-7487

Or

Toll free **1-800-HOT DOCS (1-800-468-3627)**

www.rhdc.com

Please call us if you have any questions. We're here to help.

