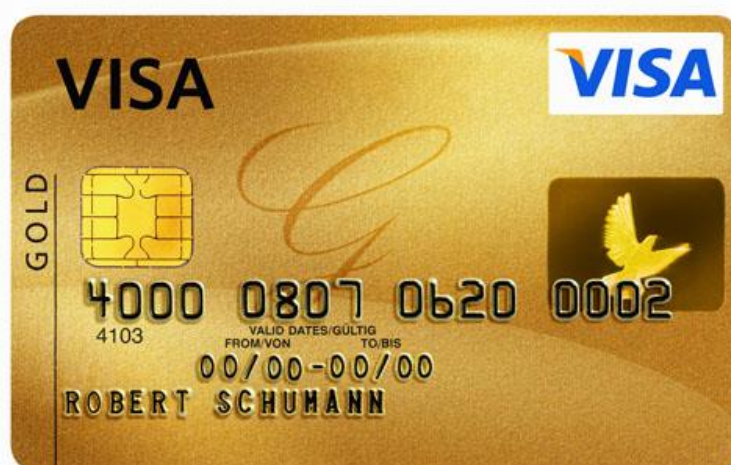


Methods of payment

Credit Cards - These cards are generally issued by credit card companies which guarantee payment for the goods and services that cardholder buys.

When buying goods or services with a credit card, the purchaser has to sign vouchers instead of paying cash.

Switch Cards (= Bancomat) - They are plastic cards, like credit cards, issued by a bank account holders. Each card has a code (PIN-Personal Identification Number) that the owner taps into the machine to get money out. The money you spend is directly deducted from your bank account.



Cheque (= Assegno) - A cheque is an order to a bank to pay money to a named person or organisation. The person making the order is known as the **drawer** (= traente), the bank that will the money is known as the **drawee** (= trattario), and the person who cashes the money is known as the **payee** (= beneficiario).

Cheques can be:

- Open cheques - That can be cashed at the bank by anyone who claims that he is the payee and sign the cheque on the back (known as **endorsing** = girata):
- Crossed cheques - That have two vertical lines meaning that the cheque can only be paid into a bank account.

Bank Transfer (= Bonifico) - It is an irrevocable and unconditional order of payment issued by the debtor's bank to a correspondent bank in the creditor's country. The money is taken from the debtor's bank account and transferred to the creditor's account. Each current account holder is given a swift code necessary to process the transaction.

Traveller's Cheques - These are bought from a bank or a travel agency and can be cashed into the currencies of the countries one is in. You need an identity document, to cash your cheques.

INDICARE SEMPRE I CENTESIMI DI EURO ANCHE SE LA CIFRA È INTERA

VERIFICARE CHE L'IMPORTO IN CIFRE SIA UGUALE A QUELLO IN LETTERE

Usare la barra seguita dal numero dei centesimi per l'importo in lettere

Usare la virgola per l'importo in cifre

Tolentino li 15 marzo 2002 euro 534,00

A vista pagate per questo Assegno Bancario

euro Cinquecentotrentaquattro / 00

a Carlo Rossi

firma Maria Verdi

€

Draft (= Tratta) - It is also called **Bill of Exchange** and consists of a document that orders a bank to pay a fixed sum of money on demand or on a certain date to the company specified. There are three parties: the drawer - the drawee - the payee.

A draft must contain these elements:

- The name of the drawer, the drawee, the payee; The sum to be paid; The date and place of issue.

A draft can be:

- A **sight draft** (= tratta a vista) that is normally cashed immediately;
- At 30/60/90/120 days after the date specified on the draft;
- At a **fixed date**, specified on the draft.

Bank Guarantee (= Garanzia Bancaria) - With this method of payment the bank guarantees payment of the sum that an importer owes an exporter, in case the importer fails to pay. It costs than a Letter of Credit and provides a high degree of security for the exporter.

Documentary Collection or C.A.D. (Cash Against Documents)

(= Rimessa Documentaria o Contro Documenti)

in this method of payment the shipping documents are given to the importer only when he either:

- a) pays the draft
- b) accepts the draft-and agrees to pay on the stated date.

The shipping documents are usually:

- the invoice;
- the transport document;
- the packing list;
- the draft;
- the insurance policy.

Letter of Credit (L/C) or Documentary Credit - The importer asks his bank to open credit terms in favour of the exporter. He also gives a list of the documents that the exporter has to prepare and the conditions he has to fulfil in order to collect his money. The issuing bank issues a Letter of Credit, which is usually irrevocable.

The issuing bank sends the Letter of Credit to the exporter's bank.

The advising bank informs the exporter that the Letter of Credit has now been issued.

The exporter dispatches the goods to the importer and hands all the necessary documentation to the advising bank.

The advising bank sends these documents to the issuing bank.

The issuing bank checks that the documents are all correct, it then issues a draft for the exporter so that he can receive payment for the goods.

The importer receives the draft, returns it to the exporter or honors it and collects his goods.

Überweisung		123 456 78
KREDITINSTITUT Irgendwo		Name, town and bank sort code of your bank (preprinted)
Begünstigter: Name, Vorname/Firma (max. 27 Stellen)		
Name of beneficiary (last name, first name or company)		
Konto-Nr. des Begünstigten		Bankleitzahl
Beneficiary's acc #		Bank Sort Code
Kreditinstitut des Begünstigten		
Beneficiary's bank		
EUR	Betrag: Euro, Cent	Amount to be paid
Kunden-Referenznummer - Verwendungszweck, ggf. Name und Anschrift des Überweisenden - (nur für Begünstigten)		
Any reference like invoice number		
noch Verwendungszweck (insgesamt max. 2 Zeilen à 27 Stellen)		
Any reference like invoice number, line two		
Kontoinhaber: Name, Vorname/Firma, Ort (max. 27 Stellen, keine Straßen- oder Postfachangaben)		
Your full name		
Konto-Nr. des Kontoinhabers		20
Your account number		
Date and your signature		
Datum, Unterschrift		

CWO (Cash With Order) (= Pagamento all'Ordine) - The importer pays for the goods when he places the order.

COD (Cash on Delivery) (= Contrassegno o Pagamento alla Consegna) - The goods are delivered to the importer at the exporter's expense, together with an invoice. The importer pays the invoice when the goods are delivered to his door.

Open Account - The goods and the documents are sent to the importer before he pays. The importer will pay at 30, 60 or 90 days from the invoice date.