

ISSUING COMPANY LOGO (IF NO LOGO IS AVAILABLE WRITE FULL COMPANY NAME)

Date: Date when SCO was issued

To: Write receiving company name or company mandate

Validity: Specify period (for example Valid for 30 days or valid until 21st.june 2013)

SOFT CORPORATE OFFER (SCO)

(SPECIFY THE PRODUCT OR COMMODITY)

We the [seller/supplying company name](#) with full legal and corporate responsibility, and with full knowledge of the act of fraud, and as “**Seller**”, declare with full corporate responsibility and authority, that we are ready, willing and able to provide the following product as stated below to the “**Buyer**”, following international procedures.

ORIGIN: [Specify origin \(country, state, province, and continent\) of the product;](#)

QUANTITY: [Specify quantity in METRIC TONS \(+/-5%\);](#)

CONTRACT LENGTH: [Usually One Year 12 shipments \(quantity per month in MT x 12 months\);](#)

DELIVERY: [Specify how many vessels per shipment;](#)

PACKGING: [Specify packaging methods available, ex: bulk, in containers;](#)

SPECIFICATIONS: [Mention if any specifications are attached ex: See Attached Specifications;](#)

PRICE: [Price per MT in a specified currency and INCOTERM™ ex: 250\\$/MT CIF ASWP;](#)

PAYMENT TERMS: [Specify accepted payment method ex: LC irrevocable non/transferable revolving;](#)

DELIVERY TERMS: [Specify number of days necessary to ship ex: 30-45 days upon receipt and acceptance of the Financial Procedures to the Seller’s Bank;](#)

INSPECTION: [By SGS or equivalent at loading port at Seller’s expense;](#)

All costs at loading port are at Seller’s expense.

THIS DOCUMENT IS A SAMPLE, **NOT** AN ORIGINAL DOCUMENT OR AGREEMENT.

THIS DOCUMENT IS **NOT** FOR COMMERCIAL USE, IT IS FOR INFORMATION PURPOSES ONLY.

THIS DOCUMENT IS **NOT** TO BE COPIED OR FORWARDED.

All costs at unloading port are on Buyer's expense.

PROCEDURES

Specify the accepted procedures by which your company usually works, in order to reach a mutual agreement with the Buyer regarding all necessary paperwork and documents.

We have provided an example below.

1. BUYER issues LOI or ICPO along with full banking coordinates and BCL. Seller reviews the LOI and other documents and upon acceptance issues the Draft Contract for the Buyer to review and accept.
2. After the BUYER signs and seals the Draft Contract and agrees with the terms, returns the contract to the SELLER and adds their full banking coordinates confirming all information needed.
3. After all negotiations and discussions between parties have reached a common arrangement the SELLER issues the final copy of the Main Contract Agreement for final signing and sealing by the BUYER.
4. After the contract is signed and sealed by both parties and all banking procedures are ready, the SELLER issues a 2% Performance Bond toward the BUYER to activate the LC and other necessary documents.
5. Finally the delivery and shipment begin after all the procedures between parties are authorized by finalizing the contract with the specified terms and conditions.

Seller: Company name in full

Representative/Mandate: Name in full

Position in company:

Date issued:

Sign and Seal:

