**[INSERT COMPANY LETTER HEAD HERE]**

**To get an FCO from MANUET’s European Union Refinery, you must submit your Letter of Intent (LOI) in the below format – NO exceptions. Do NOT add procedures or pricing.**

**Letter of Intent (LOI) – Master Template for FOB or CIF**

Date: **INSERT**

**Issued to: MANUET PARTNER REFINERY**

**via MANUET – 777 Main St. #600, Fort Worth Texas USA 76102**

We at **INSERT BUYER COMPANY NAME**, are pleased to present this Letter of Intent (LOI) for the immediate purchase of the below commodity:

|  |  |
| --- | --- |
| Product Name | *Please insert* |
| Quantity trial | INSERT |
| Quantity per month | INSERT |
| Contract Duration | INSERT |
| Shipping – choose CIF or FOB  FOB Delivery Terms (CHOOSE ONLY ONE) | CIF  (or)  FOB – Rotterdam  1 – Tank Take Over (or)  2 – Tank to Tank (or)  3 – Tank to Vessel |
| Discharge port for CIF | INSERT for CIF |
| Product Origin | Refinery Source (NON RUSSIAN) |
| Procedure | Will be provided by Seller. Do NOT include any procedure and/or payment terms or LOI will be REJECTED. |

We request that you send us at your earliest possible convenience your Full Corporate Offer (FCO) with the right procedure based on the above to allow us to review and comment, and upon agreement we would immediately issue an Irrevocable Corporate Purchase Order for the lift(s). Thank you for considering our Letter of Intent. We look forward to finalizing the transaction procedures and financial arrangements and completing our transaction to each of our satisfaction.

We will expect a call between BUYER Company CEO and REFINERY Head of Sales after LOI is accepted.

We authorize MANUET to forward this LOI (with cover page confirming REFINERY details), and we authorize REFINERY to register MANUET as our referral partner for this & all downstream purchases.

|  |  |
| --- | --- |
| Buyer’s Company Name | INSERT |
| Address | INSERT |
| Telephone Number | INSERT |
| Email Address | INSERT |
| Name of the representer of the company | INSERT |

<Name, Signature, and Stamp of the representative of the Buyer’s Company>