

Non-Canadian Foreign Currency Order Form

Fax Orders to 216-370-5664

Cutoff Time for Placing Orders is 5:00pm EST

****Before Submitting this form, please be sure to retain a copy for your records.****

Date _____ Bank Name _____

Order Accepted by _____

Street Address (No P.O. Boxes) _____

City _____ State _____ ZIP _____

KeyBank Demand Deposit Account (DDA) _____

*account will be debited upon placement of order

Bank Phone Number _____

KeyBank cannot accept non-Canadian foreign currency orders for less than \$300 U.S. value.

Country/Currency	Foreign Amount (Face Value)	Rate	U.S. Equivalent (\$)

Subtotal U.S. _____

Shipping & Handling* _____

Total Debit to Client Plus Shipping & Handling _____

*** DO NOT leave "Shipping & Handling" section blank.** See delivery options below.

Select one delivery option:

Standard Delivery--\$10.00 Under \$600 delivered 2nd day. \$600 or more delivered next day by 4:30 p.m.

Guaranteed Overnight-\$25.00 Delivered next day by noon.

Client Name: (Print) _____ Client Phone: _____

Client Signature: _____

Section 2 - Complete This Section Upon Receipt of Currency

Verified Collection of Funds Before Disbursement: _____

Currency Accepted By: _____

Date Currency Received: _____

Section 3 - Complete This Section Upon Delivery to Client

Client Signature: _____

Date Received: _____

Bank Representative Signature: _____

Bank Representative (Print Name): _____

Placing Non-Canadian Foreign Currency Orders with KeyBank:

1. Complete the Non-Canadian Foreign Currency Order Form.
2. Orders must be for a minimum of \$300 U.S. value.
3. Daily rates can be obtained by calling one of the following numbers:
216-813-7478
216-813-7486
216-813-7487
216-813-7488
4. Once the form is completed, please fax it to 216-370-5664.
5. All orders received by 5:00 p.m. EST are processed same-day.
6. Orders received after 5:00 p.m. EST or on weekends will be processed the next business day.
7. Any order \$600 or greater in U.S. value are delivered next day by 4:30 p.m. Orders less than \$600 US value are delivered second day.
8. KeyBank will debit your account (including shipping cost) upon placing the order.

