



## **Export Procedures & Documentation**

This course provides the exporter with a valuable introduction to International Trade Documentation and Exporting Processes, which covers the Import and Export Functions.

A myriad of import/export regulations face the company involved in international trade, including difficulties with export documentation, delays on shipment or getting paid, not to mention penalties for non-compliance.

### **Objectives**

This one day course will guide you to learn about the export/import procedures for growth markets. Participants will achieve practical experience of Export Terms and Documents in International Shipping and Trade.

### **Course Benefit Assurance**

A detailed review of your trade issues will take place with a pre-course questionnaire review followed by ongoing support for the week following the course.

### **Target Audience**

This course is a must for those supervisory and key personnel expanding their markets worldwide and for those planning to trade with new international markets.

# ***Export Procedures & Documentation***

## *COURSE OUTLINE*

- **Information Sources**
  - International Trade Risks
- **Shipping and Trade Processes**
  - Modes of Transport
  - Air, Sea, Road & Rail
  - Transport Logistics / Consignment Labelling
- **ICC INCOTERMS**
  - Applying International Commercial Terms
  - Delivery, Costs, Responsibilities and Risks
- **Commercial / Transport Documents**
  - Trade Documents
  - Certs of Origin / Supplier Country of Origin declarations
  - B/L, AWB, CMR
- **Insurance**
  - Marine Cargo Insurance
  - Insurance Certs
- **Customs**
  - Preferential Origin - EUR 1
  - Single Administrative Document
- **International Payment issues**
  - Payment Risk
- **Brexit Contingency Planning**
- **Questions and Review**

**Course Leader : Austin Rutledge**

If you have any questions regarding the enclosed material please feel free to contact us.

# Booking Form

Lunch & refreshments, plus Intensive lectures & practical exercises are included. Course certificate will be awarded upon completion.

Total number of place (s) to be reserved with this booking: .....		Date: ..... € .....	
<b>Company Name:</b>			
<b>Company Address:</b>			
<b>Telephone:</b>		<b>Fax:</b>	
<b>1<sup>st</sup> Applicant</b>	<b>Name:</b>		
	<b>E-Mail:</b>		
	<b>Job Title:</b>		
<b>2<sup>nd</sup> Applicant</b>	<b>Name:</b>		
	<b>E-Mail:</b>		
	<b>Job Title:</b>		

\* Course fee payable latest 21 days in advance. (Refunds: prior to 14 days 90%, 7-14 days 50% refund. Less than 7 days no refund, substitutions welcome ).

**Return this booking form to [training@export-edge.com](mailto:training@export-edge.com)**

**Export Edge** is an International Training and Consultancy company founded in 1992, which provide industry focussed training and services within the International Trade industry sector:

- *Letters of Credit Contract negotiation and Export Compliance Documentation outsourcing /management services.*
- *International Credit and Payment management services. International Trade Finance Solutions, covering outsourcing and management services.*
- *Technical documentation and payment management services.*
- *Specialist Recruitment and Contract Staff Services.*

**Recognised by**



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