

SHORT CORPORATE COURSE

EXPORT PROCEDURES and DOCUMENTATION

This course provides the exporter with a valuable introduction to International Trade Documentation and Procedures and 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 provides the Exporting or Logistics company with a valuable update to International Trade and Documentation procedures.

COURSE BENEFIT ASSURANCE

A detailed review of your customs and 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 management and supervisory personnel expanding their markets worldwide and for those planning to trade with new international markets.

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COURSE OUTLINE

- **International Trade Risk Assessment**

- **Managing Export Contracts**
 - Fulfilling Customer needs
 - Assessing International Market requirements
 - INCOTERMS 2000

- **Commercial Documents**
 - Export Quotation
 - Pro-Forma Invoice
 - Commercial Invoice

- **Modes of Distribution**
 - Air, Sea, Road & Rail
 - Transport Documents
 - B/L, AWB, CMR, etc

- **Shipping Case Study**
 - Planning and Organising
 - Financial costing issues
 - Case Discussion

- **Customers and Transport Partners**
 - Shipping Instructions
 - Documentary issues
 - Third Party issues.

- **Insurance**
 - Marine Cargo Insurance

- **Questions and Review**

Programme Director: Austin Rutledge

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VENUE: Lwr Ground Floor 11 Merrion Square, Dublin 2 (beside the American College)

Above Training Fees are net of 30% early booking discount .

Course certificate will be awarded upon completion.

Total number of place(s) :		Total to be invoiced: €	
Company Name:			
Company Address:			
Telephone:		Fax:	
1 st Attendee	Name:		
	E-Mail:		
	Job Title:		
2 nd Attendee	Name:		
	E-Mail:		
	Job Title:		

* Course fee payable no later than 15 days in advance. Late cancellations within 7 days are subject to 50% administration fees.

Contact us for more information: training@export-edge.com or (+353) 1 676 6894.

Return this booking form by email or Fax (01 507 8581)



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