

CHAMBER EXPORT TRAINING

Export Documentation and Procedures

This one-day course covers Export Procedures in three key areas : Terminology, Export Documentation and Customs Practices.

WHO SHOULD ATTEND?

The course is designed for exporters with some basic knowledge of Export Operations, or those needing a refresher course. It will be relevant to sales, shipping, accounts and customer service staff.

OUTLINE

The course will take you from your first enquiry though to despatch of the goods and getting paid, and will make sure that you get your paperwork right first time.

DATE

16 October 2008

TIME

9.30 am 4.30 pm

PRICES

Chamber member

£150 + VAT

Non member

£175 + VAT

Content

Terms of sale: from ex works to Delivered Duty Paid.

Export Documentation: export invoicing, certificates of origin, EU trade agreements, movement certificates, shipping documents.

Customs procedures: VAT, the Tariff, HMRC notices.

Workshop sessions. understand who requires various documents and why.

VENUE

Follett Stock

Truro Business Park

Truro

Cornwall

TR4 9NH

Prices include all course materials and refreshments.

HOW TO BOOK

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