

Exporting - Understanding the Paperwork

A one day course providing a complete introduction to the work of an Export Sales / Administration office, from receipt of an enquiry through to preparation of a quotation. This course is designed and intended for staff with little or no knowledge of international trade.

Includes:

Incoterms, Export Licenses, Packing & Marking the Goods, Selecting the Freight Forwarder / Planning Despatch, Understanding the Key Export Documents Involved, Goods in Transit Insurance, Basic Customs Procedures & Methods of Payment / Credit Insurance

- ✓ To Understand How to Set Personal & Professional Objectives
- ✓ Introduction to International Sales & Marketing
- ✓ Processing enquiries / Quotations & Submitting Them to a Buyer
- ✓ Calculating an Export Selling Price
- ✓ Issuing the Quote



*CPD = Continuous Professional Development Points Under the Institute of Export Scheme.

Starting a Business / Running a Business / Skills & Training / Business Premises

For further information contact:

skills@centreforbusiness.co.uk / Tel. 0845 519 7417

