

Export Starter

Many clerks and managers involved in export have little or no formal training. Most of the fundamentals of export practice, which are essential for anyone involved in moving goods internationally, are normally learnt by copying from a predecessor or just trial and error. The Export Starter course is designed to rectify this situation.

WHO SHOULD ATTEND?

This course is designed for delegates with between 3 months and 4 years experience. However, some delegates find it very useful as a “refresher” course. Ideally suited for accounts, sales, shipping, customer service or despatch personnel who have just started their export career.

WHAT WILL YOU LEARN?

This two-day course outlines the four key areas of export practice - terminology, documentation, customs and payments. The payment section will include approximately 1½ hours on letters of credit alone. Each delegate will receive a valuable “information pack” with document examples and course notes.

COURSE CONTENT

- Incoterms 2000
- Customs Practice and Procedures
- Commodity Codes and NES Declarations
- Export Invoicing and Documentation
- Methods of Export Shipping
- Payment Procedures and Letters of Credit
- VAT and the single market

TRAINER

Mark Burgess is a graduate member of the Institute of Export and a JETS accredited Institute trainer. He has been providing export/import courses for over 14 years and has worked with the DTI, Sitpro, various Chambers of Commerce and Productivity Associations as well as many major manufacturing companies. As a trainer, Mark has gained 13 years practical export/import experience.

COURSE INFORMATION

Venue: Chamber of Commerce, 53 Bugle Street, Southampton
Duration: 9.15am - 4.30pm

Lunch and course materials provided

RELATED COURSES

Export Documentation
Letters of Credit