

# How to Prepare for an Import & Export Audit

Presented by Allocca Enterprises, Inc.



*Allocca  
Enterprises, Inc.*

**Thursday February 11<sup>th</sup>, 2010**  
**1:00p.m. – 2:30p.m. Eastern**  
**12:00 Central, 11:00 Mountain, 10:00 Pacific**  
**Location: Your Computer - WEBINAR**

Join us for the How to Prepare for an Import & Export Audit Webinar.

## Topics Include:

- Roles & responsibilities of importers and exporters during an audit
- Review the 9 most common importer errors found by Customs
- Understand the 10 export general prohibitions for exporters
- See the 10 best practices of compliant companies
- Discuss strategies to prepare & protect your company

Who should attend: anyone involved with imports/exports, sales, customer service, traffic manager, purchasing manager, regulatory officer

Cost is \$95 per computer/ telephone access line (pre-register by Feb 2<sup>nd</sup>).  
\$125 to register after Feb 2<sup>nd</sup>.

Cost is per computer/telephone access line that is connected to the webinar, not per person. So gather round that one telephone, put it on speaker phone, and use the conference room and a projector to save money!

Registration form & payment required to guarantee you have access. Must RSVP via fax 518.732.2241 Attn: Mike Allocca. Checks must be received no later than Feb 10<sup>th</sup>.

# Registration Form – How to Prepare for an Import/Export Audit Webinar

## Program overview

This program will help prepare your company for an import and export audit. This program is a must for the experienced or first time importer/exporter to make sure you know what to do in the event of an audit. More importantly, learn what you can do today, before an audit occurs. It will cover the roles and responsibilities that each importer/exporter must be aware of in order to avoid fines, delays, and possible loss of import/export privileges. **You will have an import/export checklist to guide you on what to be prepared for during an audit.** We will provide all materials/ handouts, checklists, and on-line resources.

## Topics covered

- Review best practices and common errors of importers and exporters.
- Review mitigating and aggravating factors before/during an audit.
- What strategies can be used to reduce the length of an audit and minimize penalties?
- Import/Export checklists to guide you to full compliance before an audit.
- Benefits of voluntary self disclosures.
- Self auditing, what steps we can take today to protect and prepare ourselves and our company?

**To register for this webinar, you must complete this registration form and fax/e-mail back to 518-732-2241 or [admin@alloccaenterprises.com](mailto:admin@alloccaenterprises.com) . 3 days prior to the webinar, you will receive an email with a link directing you to register on-line. After you have completed the registration, you will receive an automatically generated email with the access codes and instructions.**

To take part in this webinar on a PC, the following is required: Internet Explorer® 6.0 or newer, Mozilla® Firefox® 2.0 or newer (JavaScript™ and Java™ enabled), Windows® 2000, XP, 2003 Server or Vista, Cable modem, DSL or better Internet connection, minimum of Pentium® class 1GHz CPU with 512 MB of RAM (Recommended) (2 GB of RAM for Windows® Vista)

While Allocca Enterprises will do everything possible to assist in any way with technical issues, we cannot be held responsible for failures on the attendee's part to log in properly. If you don't receive confirmation and access codes one day prior to the webinar, please e-mail [admin@alloccaenterprises.com](mailto:admin@alloccaenterprises.com).

Please detach here and mail in with payment.

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Thursday Feb 11<sup>th</sup>, 2010 Webinar - How to Prepare for an Import/Export Audit 1:00p.m.- 2:30p.m. EST  
\$95 to pre-register by Feb 2<sup>nd</sup> / \$125 to register after Feb 2<sup>nd</sup> (there are no exceptions)

Company Name	Number of attendees
Attendee # 1	Attendee # 2
Telephone #	1 <sup>st</sup> e-mail address
Fax #	2 <sup>nd</sup> e-mail address

Payment: Payment via credit card (PayPal charges a 5% service charge- please go to website to pay on-line).

Mailing Check (Please make payment to Allocca Enterprises, Inc. & mail payment to 570 Knickerbocker Road, Schodack Landing, NY 12156).

Cancellations must be received 72 hours (3 business days) in advance of the program in order to receive credit towards a future program (there are no exceptions).

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