

International Documentation Training

Presented by Allocca Enterprises, Inc.



*Allocca
Enterprises, Inc.*

Thursday March 25th, 2010 8:30a.m. – 4:30p.m.
Location: Holiday Inn Express Richmond Airport
491 International Center Drive, Sandston, VA 23150

Topics Include:

- **Understand how to correctly fill out: Commercial invoices, Packing Lists, Bills of Lading, SED's, Certificates of Origin, Dock receipts and Fish & Wildlife**
- **Shippers Export Declaration- (SED) - Understanding every field and how you are required to fill one of correctly.**
- **How to Minimize delays in Customs by having all of the information the first time**
- **Why you should be using a DCS Statement on all of your invoices both domestic & international.**
- **Understanding which countries still require a wood certificate.**
- **What does Legalization of documents mean and for which countries is this required.**
- **Pre-Shipment Inspections – Who requires them and how should they be done?**
- **NAFTA Certificates of Origins – Common errors, when you should/ shouldn't fill one out.**

Who should attend: Traffic managers, purchasing managers, shipping/receiving personnel, compliance officer, sales managers, customer service managers and anyone involved or concerned with international shipments.

Cost is \$425 per person (pre-register by March 17th).
\$475 to register after March 17th.

Includes all reference material, morning pastries/coffee, lunch. Seating is limited.
Registration form & payment required to guarantee seat.

Must RSVP via fax to 518.732.2241 Attn: Mike Allocca. Checks must be received no later than March 24th. Please visit the website, www.alloccaenterprises.com, to pay via credit card on-line.

Registration Form – International Documentation Training

How many times have you just filled out a document not knowing what all the required fields meant and copied it from a prior document simply because that has always been how things are done? Have you ever been told that your shipment is “stuck” in customs because of lack of information or a document that is missing or not filled out correctly? How many times has your company been charged for unnecessary “documentation” fees or held up on a shipment because the documents had to be corrected? If you just want to make sure you are filling things out correctly or you have questions, problems or delays due to documentation problems this training program is a must for you.

Program overview

This program will help you understand when and how you should be filling out certain international documents listed below. We will go through each document, step by step, and you will know where to go and what to look for in your own documents to be able to fill them out accurately and know when they are required. Many companies are exposing themselves unnecessarily to shipment delays, Customs audits and demurrage charges because there is incomplete or inaccurate documentation for the shipment. Why not learn what documents you should be filling out and how to do so accurately so you can keep your customers, distributors and company ahead of schedule?

Topics covered

- **Understanding Commercial invoices, packing lists, bills of lading, SED’s, Certificates of Origin, Dock Receipts. Knowing when they are required and going step by step on how to fill out each them.**
- **What other documents can be used to reduce delays, eliminate demurrage and shorten your product cycle.**
- **Understanding what a DCS statement is and why you should have it all on domestic and export commercial invoices.**
- **Wood Certificates, Legalization and pre-shipment inspection –what countries still require it.**
- **NAFTA Certificates of Origins – Common errors, when you should/ shouldn’t fill one out.**

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\$425 pre-register by March 17th / \$475 to register after March 17th (no exceptions)

Company Name _____ Number of attendees _____

Attendee # 1 _____ Attendee # 2 _____

Telephone # _____ 1st e-mail address _____

Fax # _____ 2nd e-mail address _____

Payment: Payment via credit card (pay pal charges a 5% service charge) – Please visit my website for on-line payment

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 complete business days) in advance of the program in order to receive credit towards a future program.

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