

Getting the Documentation Right

ECA course



BRISBANE



The preparation of export documentation can be confusing, time consuming, costly and prone to human error, and yet correct export documentation is vital for any exporter to transact business in an efficient and cost effective way.

This one day course is aimed at companies looking to not only understand export documentation requirements, but also to train their staff in processing documentation correctly and efficiently.

The course will cover in detail how to prepare the following documentation, including compliance with Australian Government requirements:

- Commercial Documents
- Transport documents
- Documents required by importing country authorities
- Documents required by Australian Authorities
- Special documentation
- Letters of Credit: an overview of what are they and how to use them

Who should attend:

This practical course is tailored specifically to companies wanting to upskill their team in export documentation requirements, to ensure they are across all areas. Attendees will gain hands-on experience in preparing export documentation.

All participants will receive:

- Booklet with exercises and template
- Template export costing worksheet
- Certificate of completion

During the course, companies are invited to bring along their own documentation. There will be time allocated to go through your documentation with our documentation expert!

Details and registration:

- **Date:** Tuesday 09 May 2017
- **Time:** 9am to 5pm
- **Venue:** *Servcorp Boardroom, Santos Place, Level 27, 32 Turbot Street Brisbane, QLD*

REGISTER HERE

All ECA workshops and courses can be undertaken as stand-alone units, or accredited as part of an Advanced Diploma in International Business with the Centre for Customs and Excise Studies, Charles Sturt University. Different pricing applies.