The SBDC International Program presents...

International Documentation Training

Presented by Allocca Enterprises, Inc.

Topics will include:

- Understand how to correctly fill out: commercial invoices; packing lists; bills of lading; EEI’s; Certificates of Origin; Dock Receipts.
- Shippers Export Declaration – (SED) – Understanding every field and how you are required to fill one correctly. (Even though we must submit them electronically (EEI), companies still use the SED to give to their forwarder.
- 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 it required.
- Pre-Shipment Inspections – Who requires them and how should they be done?
- NAFTA Certificates of Origin – common errors- when you should/should not fill one out.

Date	Tuesday, May 21, 2013
Time	8:30 am - 4:30 pm
Location	Ben Franklin Tech Ventures, 116 Research Drive, Bethlehem, PA 18015. Directions: [Link to directions]
Cost	$99* per person-Includes continental breakfast, lunch and materials.

RSVP via fax to 610-758-5205 or email to initdp@lehigh.edu

Who should attend?
Traffic managers, purchasing managers, sales managers and department admin, shipping/receiving personnel, compliance officers, financial officers, customer service managers and anyone involved with international shipments.

The regular cost is $475 per person. Please take advantage of this $99 opportunity!

‘Large’ companies >500 employees are invited to attend at a discounted $250 rate.

[ ] Will pay at the door   [ ] Charge my credit card.       [ ] VISA       [ ] MasterCard       [ ] AMEX

Card Number_________________ Expiration Date_____

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