New! International Documentation

Fall 2018

Attend this all-day seminar and learn how to avoid exposing your company unnecessarily to shipment delays, Customs audits and demurrage charges because of incomplete or inaccurate shipment documentation.

Thursday, September 20
8:30 a.m. to 4:30 p.m. CDT
College of Lake County, Grayslake Campus

AMERICA'S SBDC ILLINOIS
INTERNATIONAL TRADE CENTER

Call: **(847) 543-2033**
Email: **illinoisSBDC@clcillinois.edu**
Visit: **www.clcillinois.edu/sbdc-itc**

College of Lake County
Workforce & Professional Development Institute

New! International Documentation

Learn about export documents and why they are critical to the success of your export program!

Fall 2018

Has your shipment ever been "stuck" in Customs because of lack of information or a missing document, or a document filled out incorrectly? Has your company been charged "documentation" fees because your documents needed corrections? If you have experienced these issues, want to be sure you are completing your documentation correctly, or simply have questions this training program is for you!

Attend this all-day seminar and learn how to avoid exposing your company unnecessarily to shipment delays, Customs audits and demurrage charges because of incomplete or inaccurate shipment documentation. Understand when and how you should be completing certain documentation. Learn what to look for in your own international documents and how to complete them accurately so you can keep your customers, distributors and company ahead of schedule. We will go through each document, step-by-step. A small sample of the topics and documents we will discuss:

- Commercial invoices, packing lists, bills of lading, dock receipts and fish and wildlife documents
- Shipper's Export Declaration (SED)
- DCS statement on invoices - why you should use it on all of your domestic and international invoices
- NAFTA certificate of origin and common errors made when completing it
- Meaning of legalization of documents and for which countries it is required
- Documents used to eliminate demurrage and shorten your product cycle
- Pre-shipment inspections - who require them and how they should be conducted
- Minimizing delays in Customs
- Countries still requiring a wood certificate

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College of Lake County, Grayslake Campus, Room A022 A/B
19351 W. Washington Street
Grayslake, Illinois 60030

REGISTRATION FEES:

$150 - Early bird registration until September 6
$195 – September 7
Registration includes reference materials, breakfast and lunch. Registration required- space is limited!

ABOUT THE PRESENTER:

Mike Allocca established Allocca Enterprises, Inc. in 2016. Today, he conducts hundreds of on-site and public training seminars nationally and internationally. He works with importers and exporters conducting compliance audits, classifications and implementing written export and import procedures. Staying current on export/import regulations, Mike regularly attends and/or hosts programs with the U.S. Department of Commerce, U.S. Customs and Border Protection, U.S. Department of Agriculture, Bureau of Industry and Security, NAFTA - Office of Inter-American Affairs, TSA and Council of Supply Chain Management Professionals.

Approved NASBITE International CGBP recertification program; earn 6 CEUs towards annual recertification!

To register, visit **https://internationaldoc.eventbrite.com** or call **(847) 543-2033**.

Illinois SBDC International Trade Center is funded in part through a cooperative agreement with the U.S. Small Business Administration (SBA), the Illinois Department of Commerce & Economic Opportunity, and the College of Lake County. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Please contact the center at (847) 543-2033 or TDD: (847) 223-0134.

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