

Terms of Sale/ Terms of Payment & Export Documentation Workshop

March 21, 2007

Seminar Location/Details:

- Wednesday, March 21st: 9:00 am - 2:30 pm
- Radisson Hotel Sharon
Route 18 and I-80, Exit 4B
West Middlesex, PA 16159
- Registration Fee: \$30.00

About the Speaker:

Gary D. Carver is President of Carver International, Inc., an ocean and air freight forwarding firm located at 3343 West 38th Street in Erie, PA.

Carver is licensed by the Federal Maritime Commission as an International Freight Forwarder and Non-Vessel Operating Common Carrier. He and his associated perform export services for over one hundred clients. A native of Erie, he attended Gannon University majoring in Industrial Management. Gary returns to his Alma Mater courses in International Business and Principles of Exporting. He has also been a contributing author for the current edition of the U.S. Department of Commerce's "A Basic Guide to Exporting" as well as "Export Procedure", written by Catherine E. Thornberry for Duquesne University.



395 Seneca Street • P.O. Box 1127
Oil City, PA • 16301

RETURN SERVICE REQUESTED



Thank you to our co-sponsors!



Deadline: March 14, 2007

Please Fax, Call, Mail or Email this information by March 14th.

Phone: 814.677.4800 x104

Fax: 814.677.7663

Mail: 395 Seneca Street, P.O. Box 1127
Oil City, PA 16301

Email: lorimo@nwcommission.org (Lori Moore)

For additional information, contact Marija Jankovic at 814.677.4800 x117 or marijaj@nwcommission.org

Name(s): _____

Company Name: _____

Phone: _____

Fax: _____

E-mail: _____

Address: _____

Number Attending: _____

Total Cost (at \$30.00 per person): _____

Make checks payable to The Northwest Commission

Who Should Attend?

Personnel involved in the following: International Sales, International Marketing, Purchasing, International Customer Service, Transportation and Logistics, Finance and Accounting, Risk and Finance Management, and Contract Administration.

Seminar Agenda

- 8:30 am -Registration/Continental Breakfast
- 9:00 am - Terms of Sale
- 10:30 am - Break
- 10:45 am - Terms of Payment
- 12:00 pm - Lunch (Provided)
- 1:00 pm - Export Documentation
- 2:30 pm - Adjourn

Terms of Sale/Incoterms:

Terms of sale define the obligations, risks, and costs of the seller and buyer for the delivery of goods. At this workshop, you'll gain a thorough understanding of the 13 terms of sale found in Incoterms 2000 and how to best apply them to real-life situations.

Terms of Payment:

International sales transactions present many elements not found in domestic sales. In the first half of this workshop, we'll take you through the advantages, risks and motivations of buyers and sellers in negotiating and agreeing upon a particular payment term.

Export Documentation:

Correct documentation is critical to every international transaction. The second part of this workshop will instruct you in the proper preparation of the commercial, legal and transport documents that you'll need to conclude your transaction successfully. Documents, such as the commercial invoice, packing lists, certificates of origin, shipper's letter of instruction, dock receipts, ocean bill of lading, air waybills, insurance certificates, and most of all the SED/AES.