



# TRAINING WITHIN REACH

## HOW TO ENGAGE IN EXPORTATION

### COURSE OUTLINE:

- I. Accreditation with Bureau of Customs
- II. Overview of exporting
- III. Government Support and Incentives for Exporters
- IV. Raw Materials Sourcing
- V. Letter of Credit – Procedure
- VI. Basic Product Costing for Export
- VII. Familiarization of Export Documents
- VIII. Preparation of Commercial Invoice
- IX. International Commercial Terms (Incoterms)
- X. Understanding the Different Kinds of Certificate of Origin
- XI. Export Process with the Bureau of Customs
- XII. Effective Way of Shipping your Products (Via Air, Sea, LCL or FCL)
- XIII. The Role of Freight Forwarder, Shipping Line and Customs Broker

**SEMINAR FEE:** Pay in full 5 days before the seminar and avail our early bird rate of **Php 2,700 per head (Regular rate: Php 3,000 per head)** which will comprise meals during the training, handouts and all necessary materials. We are also offering in-house training and seminars depending on the need of the companies.

**TERMS ON PAYMENT:**

- Pay in full 5 days before the seminar and avail our early bird rate of Php 2,700.00 only.
- Payments on the day of the seminar must be on cash basis only.
- Payments made through Checks can only be made through company checks. Personal checks can be accepted provided that it is an advance payment.
- Walk in participants shall pay the regular rate either through cash or check provided that the check is under a BDO account and payable to iLearn professional Solutions Inc. and that the same was declared good.
- Senior /students and/or person with disability, is given a special privilege of 20% discount provided that payment be made any time before 5 days of the scheduled seminar. On site payment of the students and seniors shall be entitled of 10% discount.
- Upon payment, proof must be forwarded through email or fax to 4842342.
- Proof of payments (original deposit slip) shall be required for presentation on the day of the schedule.

**CANCELLATIONS**

- Cancellation 5 days before the scheduled seminar: FULL AMOUNT
- Cancellation 3 days before the scheduled seminar: 70% REFUND
- Cancellation at the scheduled seminar: ALL PAYMENTS SHALL BE FORFEITED

For further information, you may visit our website at [www.ilearnph.com](http://www.ilearnph.com). You may also directly call us at 09395581888 or 09156406325 or through our office landline number 02-2557593 / 02-4841904 / 3704792. You may also visit our company office at #2563 LemeryStreet, Malate Manila. Or send us an email through [admin@ilearnph.com](mailto:admin@ilearnph.com)

Allow us to be part of your improvement and success.

Improve, excel and succeed through **i-LEARN PROFESSIONAL SOLUTIONS INC.!!!**