

2. Documentation

Proper documentation as an element in successful export business: preparation, ~~an~~ nature and functions of various documents: facilities at disposal of exporter in preparation of documents - the inland agent - the shipper and the steamship companies: quotations: export entries: responsibility under bills of lading - Consular invoices - Banks and their interest in documents apart from financing of shipment - results of care and accuracy in preparation of documents - results of ignorance or carelessness in preparation of documents - common mistakes and difficulties encountered.

Lecture 1.- Documentation as a factor in successful export business - scope of lectures - price quotations: f.o.b. quotations: f.a.s. quotations: c.i.f. quotations.

Lecture 2.- Shipment at the inland point: railroad bills of lading: through bills of lading: responsibility of inland agent in accepting freight for export: export declarations: ocean bills of lading: the marine insurance policy.

Lecture 3.- Commercial invoices: Consular invoices: certificate of origin and other documents called for under special customs rulings in certain countries: invoices and combined certificates adopted Imperial Customs Conference in 1921.

Lecture 4.- Banks and their interest in documents apart from the actual financing of shipment: cooperation between shipper and bank: common mistakes encountered by banks: facilities at disposal of exporter in preparation of documents: the foreign freight forwarder.

Lecture 5.- Results of care in preparation of documents: examples of results of accuracy, care in preparation of documents: examples of results of carelessness or ignorance in preparation of documents: remedies suggested.

5 lectures - Mr. R.S.O'Meara, B.Com.

3. Packing for Export

The economy of careful packing: transportation requirements for export containers: difficulties encountered in packing for various countries: the Hazard Machine and other tests for package strength: marking of packages: prevention of pilferage: information available through Trade Commissioners on special packing requirements abroad: results of bad packing: results of good packing.

Lecture 1.- Packing as a factor in the marketing of goods abroad: the economy of careful packing: carriers' impressions of careless packing: direct or indirect penalties as a result thereof: the importers' viewpoint relative to special packing: programme of succeeding lectures and demonstrations.