

**COURSE BOOKING FORM**

Company Name .....

Name/s of delegates.....

Telephone .....

Address .....

E-mail Address .....

Number of Places required.....

Special dietary requirements .....

If booking more than one course, please tick all courses that you would like to attend. To complete the BCC Foundation Award in International Trade, choose 6 courses. Please see our website for upcoming training dates.

- Individual BCC Accredited training course, full day - £295 + VAT (members) / £345 + VAT (non-members)
- Individual BCC Accredited training course, half day - £145 + VAT (members) / £195 + VAT (non-members)
- Individual Non-BCC Accredited training course – full day - £275 + VAT (members) / £325 + VAT (non-members)
- Individual Non-BCC Accredited training course – half day - £140 + VAT (members) / £190 + VAT (non-members)

**BCC Accredited training courses**

- Understanding Exporting & Export Documentation - 2 Modules
- Preference - Rules of Origin (1/2 day) – 1 Module
- International Documents & Customs Compliance – 1 Module
- Incoterms 2020® (1/2 day) – 1 Module
- Documentary Letters of Credit & Methods of Payment – 2 Modules
- Import Procedures – 1 Module
- Agents and Distributors (1/2 day) – 1 Module
- Customs Special Procedures Inc. Inward and Outward Processing (1/2 day) – 1 Module

**Non-BCC Accredited training Courses**

- Understanding the Commodity Coding System (1/2 day)
- A Beginners practical guide to exporting
- UK Export Controls & Licensing
- Gaining Authorised Economic Operator (AEO) Status

**ADVANCE PAYMENT IS REQUIRED**

Please indicate below how you would like to pay – **Please ensure VAT is added to course prices.**

**I would like to attend the Course and my cheque for £..... is enclosed.**

**I would like to attend and I have paid £..... by BACS:**

**Account name: Mid Yorkshire Chamber of Commerce & Industry Ltd  
Sort code: 089072 Account no: 68315737**

**I would like to attend and would like to pay £..... by debit/credit card:**

**Please call the office on 01484 483665**

**NOTES**

- Advance payment is required - a VAT invoice will be issued. (Pro-forma invoices can be provided on request)
- All one-day courses include a light lunch and refreshments.
- In the event of cancellation, 10 working days notice is required. Regrettably refunds cannot be given after this time.
- A discount is available for 3 or more delegates.
- Courses require a minimum of four delegates.

**Please e-mail your booking form to**

**[export@mycci.co.uk](mailto:export@mycci.co.uk)**

**or post to,**

**The Mid Yorkshire Chamber of Commerce / MY Export Hub  
1<sup>st</sup> Floor, Unit 3, Pennine Business Park,  
Longbow Close, Bradley Road,  
Huddersfield, HD2 1GQ**