

## EXPORT DOCUMENTATION CHECKLIST

Ultimate Consignee: \_\_\_\_\_  
 Address: \_\_\_\_\_

Country of Ultimate Destination: \_\_\_\_\_

Contact: \_\_\_\_\_  
 Application / End-Use: \_\_\_\_\_  
 End User: \_\_\_\_\_

Customer P.O.: \_\_\_\_\_  
 Sales Order #: \_\_\_\_\_

Documentation Checked by: \_\_\_\_\_ Date(s): \_\_\_\_\_  
(Inquiry) (Order) (Shipment)

- Customer PO or Contract Reviewed? YES  NO
- Terms Acceptable? YES  NO  (If NO, Explain)
- Credit Check Approved? YES  NO  (If NO, Hold Order)
- INCOTERMS: \_\_\_\_\_
- Insurance Required / Requested? YES  NO  (If YES, List Below)
- Commercial Invoice
- Packing List
- Certificate of Origin
- NAFTA Certificate (if applicable)
- Quality Certificates Required (CoC, MTR, etc.)  (If YES, List Below)
- Country Requirement (Inspection, Legalization, etc.)  (If YES, List All Below)
- Shippers Letter of Instructions (SLI)
- EEI / AES Required? YES  NO  (If NO, List Exemption Below)
- B/L / OBL / Air Waybill / Dock Receipt  (Request Copy From Carrier)
- Export Compliance Checked? YES  NO  (See Attached Form)

Explanation(s):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Disclaimer: This form is intended as general guidance in processing export transactions according to usual and customary international business practices. This form may not be applicable to your particular export transaction due to variations in commodities, markets, business practices and individual country requirements. Compliance Assurance LLC is not a law firm and the information herein shall not be considered legal advice and is only to be used as a general information. Compliance Assurance LLC assumes no liability for damages that may arise as a result of the use of this form or any information contained herein.