EXPORT MISTAKES CHECKLIST

Twelve checks to run before you quote, ship or send documents. Tick each one.

Done	Area	Check
[ ]	Quotation	Is the Incoterms rule named with a place, and the Incoterms version stated?
[ ]	Quotation	Does it show currency, MOQ, lead time and validity period?
[ ]	Product	Have you checked the HS code and the duty and rules in the importing country?
[ ]	Product	Do you know which certificates, labels and standards the market requires?
[ ]	Buyer	Have you verified the importer's company details?
[ ]	Payment	Is the payment method matched to the buyer's risk: advance, letter of credit or open account?
[ ]	Payment	Do documents match the letter of credit exactly, including names, descriptions and dates?
[ ]	Contract	Are price, payment terms and dispute handling agreed in writing?
[ ]	Packing	Is the packing strong enough for the route, and are wood pallets ISPM 15 marked?
[ ]	Shipping	Do you know who insures the goods and until which point?
[ ]	Documents	Do invoice, packing list and transport document agree on names, quantities and values?
[ ]	Follow-up	Do you have a plan to follow up if the buyer stops replying?

Free template from Exporters Club (https://www.exporters-club.com). General format only, not legal or customs advice. Check the requirements of the countries involved.