



Updated Book Provides Comprehensive Resource on Import/Export Procedures

The recently-issued fourth edition of *Export/Import Procedures and Documentation* is a comprehensive, up-to-date manual for companies involved in shipping goods into or out of the United States. The book is co-authored by Donna Bade, who manages Sandler, Travis & Rosenberg's Chicago office, and former ST&R partner Tom Johnson.

“Global trade has continued to evolve since *Export/Import Procedures and Documentation* was first published nearly 20 years ago,” Bade said. “Customs and other agencies overseeing the flow of goods are constantly changing the rules for greater efficiencies and increased enforcement. Over just the past few years the trade community has seen numerous and significant changes – everything from C-TPAT and ISF to D-Trade and the CPSIA.”

In these circumstances, even seasoned professionals may find themselves in unfamiliar situations. The new edition of *Export/Import Procedures and Documentation*, which is available for purchase [here](#), responds by providing updated information on nearly every conceivable set of circumstances involving international trade. It includes:

- an overview of the entire import and export process;
- dozens of sample documents and forms, including bills of lading, notices of action, penalty and seizure notices, customs forms, purchase agreements, sample contracts, commercial and consular invoices, inspection certificates, and letters of credit;
- precise procedures to help improve recordkeeping and corporate compliance;
- an import/export training manual to use with your staff;
- legal requirements spelled out in precise detail but in clear, everyday language;
- questionnaires and drills to assist in audit preparation;
- a glossary of international trade terms and acronyms;
- guidance on interpreting currency fluctuations when pricing or evaluating goods;
- important information on new U.S. export control laws and the heavy penalties for noncompliance;
- new pre-import security filing requirements and supply chain security issues;
- new information on government agencies that regulate the import and export of goods, technology, software and services, including the Department of Agriculture, the Food and Drug Administration and the Consumer Product Safety Commission;
- information on using the Internet (e.g., the Automated Commercial Environment and the D-Trade export licensing system) to file forms, speed supply chain processes and more;
- strategies for buying and selling over the Internet while staying in compliance with import and export laws; and
- instructive lessons based on recent high-profile cases of global trade missteps, including melamine in pet food, lead in children's toys and the Asian long horned beetle epidemic.