



## Letters of Credit Basics



This half-day seminar offers the opportunity for exporters to learn more about the basics of letters of credit. The topics covered in this seminar will include how to conduct an international payment risk assessment, and common components of letters of credit.

**PRESENTED BY:** Adam Mook, MBA, MPA, CGBP  
Compliance Department Manager  
Logistics Plus, Inc.

### SEMINAR DETAILS

**DATE:** Tuesday, May 22, 2012

**TIME:** 8:30 am – 12:30 pm  
(Registration/refreshments at 8:00 am)

**LOCATION:**  
Conference Center at Manufacturer & Business Association  
2171 West 38<sup>th</sup> Street  
Erie, PA 16508

**COST:** \$75 per attendee  
(Includes workshop narrative/resource booklet & breakfast)

TO REGISTER: COMPLETE ATTACHED FORM & RETURN TO

Mail: Attn: Adam Mook – 1406 Peach St., Erie, PA 16501

Fax: Attn: Adam Mook – 814-217-0500

Email: [adam.mook@logisticsplus.net](mailto:adam.mook@logisticsplus.net)

### PAYMENT OPTIONS:

- 1) Check made payable to Logistics Plus, Inc. (mailed to: 1406 Peach St. – Erie, PA 16501 ATTN: Adam Mook)
- 2) You may request to have your company invoiced: email Adam at [adam.mook@logisticsplus.net](mailto:adam.mook@logisticsplus.net)
- 3) Online PayPal credit card payment via [www.logisticsplus.net](http://www.logisticsplus.net). Logistics Plus must first assign your company an Invoice Number in order to provide access to pay via credit card on our website.

Pennsylvania based companies may be eligible to be reimbursed for the attendee registration fees for this workshop through the Pennsylvania WEDnetPA Guaranteed Free Training (GFT) Program. Visit <http://www.wednetpa.com/gft/apply.asp> for application details.





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A Letter of Credit, also known as L/C or Documentary Credit, is a commonly used instrument for effecting payment between a buyer and a seller. It can be a vital part of mitigating a seller's risk of payment in international trade. This course will allow the participant to gain a general understanding of the technical elements involved in the usage of a Letter of Credit and help avoid costly errors that could lead to nonpayment.

The seminar will cover:

- What is a Letter of Credit?
- Parties to a Letter of Credit Transaction
- Anatomy of a Letter of Credit Transaction
- Document Examination Under UCP 600
- Comparison of L/C to other Methods of Payment
- Overview of the Various Types of L/C
- How to Recognize and Prevent L/C Discrepancies before they occur
- Resources for L/C Assistance

### 4 CPE CREDIT HOURS AVAILABLE

Logistics Plus is an approved Program Sponsor of the Pennsylvania State Board of Accountancy  
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Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

For Questions regarding the workshop details please call Adam Mook at 814-464-1722

