



EXPORT CHECKLIST

(products)

Purpose:

To check the availability of products, documentation and logistics before export.

Action	Responsible	Term	Status
Confirm the specification and range of exported products	Sales Manager		
Check the availability of labeling and packaging according to the requirements of the importing country	Production / Package		
Get certificates (quality, origin, phytosanitary, etc.)	Export Coordinator		
Prepare export contract and invoice	Lawyer / Accountant		
Coordinate logistics and delivery terms (Incoterms)	Logistician		
Order / book transport	Logistician		
Check the conformity of packaging (humidity, tightness, strength)	Quality Department		
Check expiration dates and storage conditions	Production		
Create a cover letter and a set of shipping documents	Export Manager		
Check all documents: invoice, packing list, CMR / invoices	Logistics Coordinator		
Inform the buyer about the shipment and send copies of documents	Sales Manager		
Record the shipment in CRM and internal accounting	Manager / Finance		

