

**EXPORT DOCUMENTATION
PRICE LIST
2017-2018**



**Helping your Business to
CONNECT, BELONG, INFLUENCE & SUCCEED
Internationally**

International Trade Documentation continued

Export Documentation made easy with

Surrey Chambers of Commerce are proud to be working together with i2i Infinity who have created the **e-Z Cert Electronic Documentation System**.

This system, recognised by the British Chambers of Commerce, allows users of Surrey Chambers of Commerce export documentation service to apply for export documentation online, from any location and at any time and has been designed to improve accuracy and quality of certified documents whilst minimising delays.

Most documents can be applied for online and electronically stamped by the chamber the same day for printing at your desk.

e-Z Cert can be used either as a stand-alone system or for businesses registered to e-Z Consign, they can use the 'Send to e-Z Cert' link.

The benefits of this system are:

- Quick and easy to use,
- Allows multiple users to access one account,
- Store multiple manufacturers, buyers and consignee information onto a secure database for quicker access on future applications,
- Easy to fix if any mistakes/errors found on application
- Be able to print the certified export document at your own office
- Online Chamber support to help should you have any problems
- Regularly updated with changes to export documentation regulations

REGISTER TODAY AT www.e-zcert.com/uk

Have you looked at e-Z Consign?



- Use e-z Consign to process your own customs declarations.
- Use e-z Consign to create the documentation required to ship goods overseas i.e. Letters of Credit, Transit Documents, Commercial Documents and more.
- Use e-z Consign Free of Charge, until you want to publish your documents.
- Use the 'Send to e-z Cert' link to send your export documentation applicants straight to the Chamber.

e-Z Cert Training

Whilst e-Z Cert is easy to use, we do offer an on-site training session on how to use e-Z-Cert. Training last up to an hour and a maximum of 5 people can attend.

COST

Members

1 x FREE Training session
(as part of your membership)

Non- Members

£50.00 +VAT per training session

“Our experience with using the ezCert service has been nothing but positive. The service is easy to use and the application document is easy to fill in. The accepted application is usually returned within a couple of hours so the clients are not left waiting for their essential certificates. There is also no risk of the document going missing or being delayed in transit. There is a mandatory field box with each step listed and as they are completed, they are ticked off so you know if any details are missing and what they are. I can honestly say that this is an excellent service.

I would highly recommend it”

Export Documentation Price List – As of 1st January 2017

EC Certificate of Origin, EUR1, ATR, Certify Signatures	SCC MEMBER PRICE	NON MEMBER PRICE
EC Certificate of Origin Blank Certificate & certification stamp	£20.00 + VAT (£24.00)	£40.00 + VAT (£48.00)
EUR1 Form Certification stamp		
ATR Form Certification stamp		
Certify Commercial Invoices, Packing Lists, other documents		
Additional Copy (must be exactly the same as original copy)	£5.00 + VAT (£6.00)	£7.00 + VAT (£8.40)

Other Services	SCC MEMBER PRICE	NON MEMBER PRICE
Foreign & Commonwealth Office Legalisation / Apostille	£35.50 (NO VAT)	£45.00 (NO VAT)
Notarisation (Official Letter, Sealed & bound)	£50.00 + VAT (£60.00)	£65.00 + VAT (£78.00)
Administration Charges (applicable on all services)	SCC MEMBER PRICE	NON MEMBER PRICE
2 – 4 Documents	£26.00 + VAT (£31.20)	£36.00 + VAT (£43.20)
4 + Documents	£36.00 + VAT (£43.20)	£46.00 + VAT (£55.20)
Appointment Fee (per hour)	FREE	£20.00 + VAT (£24.00)
Completion of Certificate of Origin by Chamber Staff	£16.00 + VAT (£19.20)	£25.00 + VAT (£30.00)

Arab Certificate of Origin	SCC MEMBER PRICE	NON MEMBER PRICE
Arab Certificate of Origin (Blank Certificate & certification stamp)	£37.50 + VAT (£45.00)	£42.00 + VAT (£50.40)
Certify Commercial Invoices, Packing Lists, other documents (Certified by Surrey Chambers and Arab British Chamber)	£57.50 + VAT (£69.00)	£82.00 + VAT (£98.40)
Additional Copy	£7.00 + VAT (£8.40)	£10.00 + VAT (£12.00)
Legalisation Fee (Legalisation of document by Embassy)	Please contact us for quote	
Embassy Levy	£5.00 + VAT per document	
Amendment Stamp	£10.00 + VAT (£12.00)	£15.00 + VAT (£18.00)
Documents for Egypt	SCC MEMBER PRICE	NON MEMBER PRICE
EC Certificate of Origin (Blank Certificate & certification stamp)	£20.00 + VAT (£24.00)	£40.00 + VAT (£48.00)
Certification of Certificate of Origin by Egyptian Embassy	£44.95 + VAT (£53.94)	£59.20 + VAT (£71.04)
Certification of Invoice by Egyptian Embassy	£44.95 + VAT (£53.94)	£48.95 + VAT (£58.74)
Legalisation Fee (Legalisation of document by Embassy)	£44.00 per document (NO VAT)	
Embassy Levy	£5.00 + VAT per document	
Additional Copies	£5.00 + VAT (£6.00)	£7.00 + VAT (£8.40)

TOP TIP

Always check the documentation requirements with your customer before applying for any documentation. By carrying out these, you will minimise the likelihood of errors or mistakes, therefore saving you time and money.



**Surrey
Chambers of
Commerce**
The Ultimate Business Network

Surrey Chambers of Commerce
Unit 14a Monument Way East
Woking, Surrey
GU21 5LY

Main Switchboard: 01483 735540

International Trade Dept: 01483 735549

export@surrey-chambers.co.uk

www.surrey-chambers.co.uk