

Export Costing Worksheet

Quote Preparation

Pricing is a reflection of all costs incurred and influenced by the competitiveness of the marketplace. The quotation must first determine the domestic *ex works** costs and then identify the additional costs incurred to sell overseas.

Export Costing Worksheet

Reference Information

1. Our Reference _____ 2. Customer Reference _____

Customer Information

3. Name _____ 5. Cable Address _____
4. Address _____ 6. Telex No. _____
_____ 7. Fax No. _____
_____ 8. E-mail Address _____

Product Information _____

SIC Code _____

9. Product _____ 13. Dimensions _____ x _____ x _____
10. No. of Units _____ 14. Cubic Measure _____ (sq.in.)
11. Net Weight _____ (unit) 15. Total Measure _____
12. Gross Weight _____ 16. H.S. No. _____

Ex Works Costs

17. Direct Materials _____
18. Direct Labor _____
19. Factory Burden _____
20. Cost of Goods _____

**Ex works means that the seller fulfills his delivery obligation to the buyer when he has made the goods available at his factory, warehouse or other place of business.*

21. Selling Expenses_____ (should be less than domestic sales)
22. General Expenses_____ (includes cost of money borrowed)
23. Administrative Expenses_____
24. Export Marketing Costs (product changes, labeling)_____
25. Profit Margin_____
26. *Ex Works* Price_____

Additional Exporting Costs

27. Foreign sales commission (if applicable)
28. Special export packing costs (typically 1 to 1.5 percent above *ex works* price)
29. Special labeling and marking (to protect from moisture, theft, rough handling)
30. Inland freight to pier (normal domestic common carrier; should also carry insurance)
31. Unloading charges (include demurrage, if any)
32. Terminal charges (include wharfage, if any)
33. Consular documents (includes Shippers Export Declaration [SED], export license and or certificate of origin)
34. Freight (port-to-port)—determined by freight forwarder
35. Freight forwarder fees (*must* be included)
36. Export Insurance (insurance for transit risk; also for credit risk, if credit-worthiness of buyer is unknown)
37. Cost of credit (include credit reports, letter of credit costs, amendments, if any)

38. Total additional export costs_____

Quote = *Ex Works* Price + Total of additional exporting costs