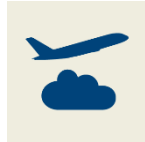


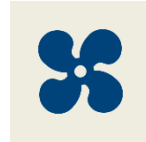
Entering the BIFA Freight Service Awards?



Air Cargo
Services



Cool & Special
Cargoes



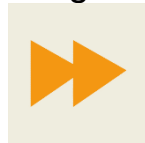
Ocean Services



Extra Mile



European
Logistics



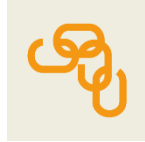
Project
Forwarding



Specialist
Services



Staff
Development



Supply Chain
Management



Young Freight
Forwarder



Apprentice of
the Year

**FREE to
Enter**

Ensure your entry gets noticed!

1. Choose your category/ies – Visit the BIFA Awards website (<https://awards.bifa.org/awards>), read the category descriptions and download the relevant *Preparation of Submissions – Guidelines for Entrants* document and entry form.
2. Speak to colleagues and your customer/s to get their input and permission.
3. Give yourself time, without interruptions, to write your first draft.
4. Ensure your submission follows the stated guidelines
 - a. Categories: introduction 300 words; detail of project or service 600 words; conclusion 100 words.
 - b. YFF: YFF article 750 words; Manager's reference 250 words.
 - c. AOTY: Manager's nomination 750 words; Apprentice's impressions & ambitions 500 words.
5. Outline the issue, explain your approach and solution, describe the outcome and results.
6. Save your submission and sleep on it for a couple of days before re-reading and refining the grammar and wording.
7. Proofread – enlist the fresh-eyes of colleagues. Does it make sense to someone unfamiliar with the project?
8. Make final tweaks.
9. Deliver to BIFA **before** the deadline – Thursday 7th October 2021