

Exporters' Checklist for Briefing Information for Overseas Trade Posts

NOTE: This faxable checklist is designed to help summarize the information that an exporting company must furnish to an overseas trade commissioner in order to enlist assistance in setting up overseas markets. The list, when completed and sent to the Canadian trade post in the target area, will constitute a briefing document for the trade commissioner. For further information, see the brochure entitled "Working with your trade commissioner", published by DFAIT, available through the InfoCentre: tel.: 1-800-267-8376 or (613) 944-4000; fax: (613) 996-9709.

Company name:

Address

Street:

City:

Postal code:

Contact information

Telephone:

Fax:

e-mail:

Company president:

Other agents or export contacts in Mexico:

Company profile

Date established:

Number of employees:

Sales (optional):

Export sales:

Products or services

Describe the product or service and list two or three key selling points.

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Sample of key Canadian customers

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Company export experience

List countries in which you are currently active and comment on your success. Also, where applicable, indicate the kind of agent you are seeking.

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