



3) Local contact Information Check-list

Name of the company: _____

Address: _____

Web site: _____

Telephone: _____

Fax: _____

Contact at headquarters: _____

Number of employees at headquarters: _____

Corporate president and CEO: _____

Chief Financial Officer: _____

General Information about the Company: _____

Information about the industry: _____

Description of the industry: _____

Who are the company's major competitors in the industry? _____

Have there been any recent industry developments? _____