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Post Support Tools - Communication Tools

Your communications tools are an efficient way of providing or obtaining general information on services and trade-related issues. They include:

- the Fax Sheet
- the Services List folder
- Posts Web sites
- InfoExport
- TCS International
- CanadExport
- Investment Information/Hotlinks

Fax Sheet

Like the Services List folder, the Fax Sheet describes our services to the Canadian business community. It is an abbreviated version of the Services List folder that can be faxed to a client. The Fax Sheet is available in hard copy or in an electronic format you can send as an attachment to an e-mail or WINfax transmission. [Download the electronic version](#) now. You can attach the Fax Sheet to letters you send to companies.

Services List folder

The [Services List folder](#), available in English and French, is written and designed for private-sector clients. It is meant to help new and regular clients of the Trade Commissioner Service understand which services they should be seeking in Canada, and which services they can request from our posts. Give the folder to companies at trade events, or include it with a letter. To order copies, contact [Jane Perrin](#) at SXCI.

Post Web sites

Post Web sites are an extremely efficient medium for communicating information to clients. They save taxpayers time and money.

As a Post, you have two options:

- ask the Post Support Unit to help you create your own trade-related Web site by customizing InfoExport to your market. (See the [InfoExport tab](#) for more information.)
- set up your own post Web site according to guidelines established by the Department of Foreign Affairs and International Trade.

InfoExport

InfoExport is DFAIT's trade-related Web site. It is such a useful tool in disseminating information that we have created a specific section for it. See [InfoExport](#) for details.

TCS International

[TCS International](#) is a quarterly newsletter published by the Overseas