



### 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? \_\_\_\_\_