

Where to Find Canadian Trade Offices in the United States

Location	Telephone	Fax
WASHINGTON D.C.	(202) 682-1740	(202) 682-7726
ATLANTA	(404) 577-6810	(404) 524-5046
BOSTON	(617) 262-3760	(617) 262-3415
BUFFALO	(716) 852-1247	(716) 852-4340
CHICAGO	(312) 616-1860	(312) 616-1877
CINCINNATI	(513) 762-7655	(513) 762-7802
CLEVELAND	(216) 771-0150	(216) 771-1688
DALLAS	(214) 922-9806	(214) 922-9815
DETROIT	(313) 567-2085	(313) 567-2164
LOS ANGELES	(213) 687-7432	(213) 620-8827
MIAMI	(305) 372-2352	(305) 374-6774
MINNEAPOLIS	(612) 333-4641	(612) 332-4061
NEW YORK	(212) 768-2400	(212) 768-2440
PHILADELPHIA	(215) 697-1264	(215) 667-8148
PITTSBURGH	(412) 392-2308	(412) 392-2317
PRINCETON	(609) 452-1929	(609) 452-2632
SAN DIEGO	(619) 546-4467	(619) 457-2844
SAN JUAN	(809) 250-0367	(809) 250-0369
SAN FRANCISCO	(415) 495-6021	(415) 541-7708
SAN JOSÉ	(408) 289-1157	(408) 289-1168
SEATTLE	(206) 443-1777	(206) 443-9735

How to Best Use the Trade Commissioner Service

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This sheet offers advice from Canadian trade commissioners on how to best use their time and assistance.

1. Do as much advance homework as possible so that your requests are precise and detailed. Use the International Trade Centres (ITCs), operated jointly by External Affairs and International Trade Canada and Industry, Science and Technology Canada, located across Canada. **The ITCs should be your first point of contact.**
2. Be selective when choosing a Canadian trade commissioner to contact in the United States. Apply a personal touch (rather than mass mailing) when contacting the trade commissioner to indicate your commitment.
3. In the initial contact letter or fax, provide the information listed in the box below. Don't be too technical or send literature for distribution by the trade commissioner.
4. Follow your initial fax or letter with a telephone call to make sure your request was clear and that you can receive assistance. Review the nature and background of your request and discuss a time for a potential visit.
5. Provide at least two weeks' advance notice so the trade commissioner can locate contacts and help arrange meetings or open the appropriate doors.
6. If you are scheduling personal meetings, the trade commissioner may be able to attend if you wish.
7. Follow-up with the trade commissioner the week after the interviews to bring him or her up to date and to indicate your next steps.

TO HELP YOUR TRADE COMMISSIONER, PROVIDE THE FOLLOWING INFORMATION AS CONCISELY AS POSSIBLE:

- company data •
name, address, telephone, fax, export contact
- company profile •
date established, expertise, sales, exports, senior staff profiles
- customers •
key Canadian and international customers
- services •
types of services, key selling points for this U. S. market that distinguish your company
- export objective •
key target markets, timeframes, sales, profits
- export experience •
countries, public and private clientele, method of networking
- contacts desired •
characteristics of "influencers", and potential partners and customers
- competitors •
competitors in Canada and the United States and how you differ