

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. When completed and sent to the Canadian trade post in the target area, the list will constitute a briefing document for the trade commissioner. For further information, see the brochure entitled "Working with your trade commissioner", published by DFAIT, and 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.