

GENERAL INFORMATION

COMPANY DETAILS	
COMPANY NAME	
ADDRESS	
TELEPHONE	
FAX	
E-MAIL	
HOME PAGE	
NAME OF THE COMPANY OWNER	
NAME OF ANY CO-OWNERS OR SHAREHOLDERS	
NAME OF ANY MAJOR CO-OWNERS OR SHAREHOLDERS	
TURNOVER IN TRADE WITH	
2008	
2007	
2006	

SUBSIDIARIES / AFFILIATES
PLEASE NAME ADDITIONAL SUBSIDIARIES (COMPANY DETAILS, CONTACT PERSON) OR LOCAL PARTNER COMPANIES

COMPANY PROFILE
PLEASE PROVIDE A BRIEF COMPANY PROFILE

CONTACT PERSON	
NAME	
POSITION	
TITLE	
TELEPHONE	
E-MAIL	
EDUCATION (technical / commercial / academic / other)	
IS HE/SHE FLUENT IN SPOKEN AND WRITTEN ENGLISH, SPANISH, ITALIAN, FRENCH, OR OTHER (please specify)	
HOW LONG HAS HE/SHE BEEN WORKING IN THEINDUSTRY?	

SALES PERSON (DEDICATED TO OUR COMPANY)	
NAME	
POSITION	
TITLE	
TELEPHONE	
E-MAIL	
EDUCATION (technical / commercial / academic / other)	
IS HE/SHE FLUENT IN SPOKEN AND WRITTEN ENGLISH, SPANISH, ITALIAN, FRENCH, OR OTHER (please specify)	
HOW LONG HAS HE/SHE BEEN WORKING IN THEINDUSTRY?	

HUMAN RESOURCES FOR THE TRADE WITH	
HOW MANY PEOPLE DO YOU EMPLOY OVERALL?	
HOW MANY PEOPLE DO YOU EMPLOY IN TRADE?	
HOW MANY PEOPLE DO YOU EMPLOY IN TRADE WITH?	
HOW MANY SALES PEOPLE DO YOU EMPLOY IN THIS AREA?	
HOW MANY SERVICE PERSONS DO YOU EMPLOY IN THIS AREA?	

MARKET AND EXPERIENCE

PLEASE CATEGORIZE YOUR CURRENT CLIENTS (A and B)	
PLEASE DEFINE YOUR TARGET CLIENTS	
PLEASE PROVIDE AN ESTIMATE OF YOUR MARKET SHARES WITH THESE TARGET CLIENTS	
NAME THE THREE LARGEST COMPETITORS	
PLEASE NAME THE THREE STRONGEST SALES REGIONS IN YOUR COUNTRY	
DO YOU HAVE EXPERIENCE IN COOPERATING WITH FOREIGN COMPANIES?	
IF YES, PLEASE PROVIDE DETAILS	
DO YOU HAVE EXPERIENCE IN TRADING INNOVATIONS?	
WHICH MAIN PROBLEMS COULD OCCUR IN YOUR REGION AFFECTING THE PRODUCER OF?	
WHAT ARE YOUR CURRENT MAIN MARKETING EFFORTS AT SELLING?	
PLEASE DESCRIBE YOUR RELATIONSHIP WITH YOUR CUSTOMERS (please select one) SALES ONLY SALES AND SET UP	
DO YOU OFFER REPAIR SERVICE AND AFTER SALES SERVICES?	
DO YOU OFFER FINANCING?	

STRATEGY / FIGURES

PLEASE NAME YOUR DIFFERENT BUSINESS UNITS	
TURNOVER IN EACH BUSINESS UNIT	
PLEASE NAME OTHER MANUFACTURERS / PRODUCTS IN THE INDUSTRY WHICH YOU REPRESENT	
% TURNOVER of	
ON WHICH UNIT IS YOUR STRATEGIC FOCUS?	
PLEASE NAME THE STRATEGIC REGIONAL FOCUS YOU HAVE	
WHY ARE YOU INTERESTED IN A COOPERATION WITH US / OUR PRODUCT?	
WHAT DIFFERENTIATES OUR PRODUCTS FROM OTHER PRODUCTS ON THE MARKET?	
SALES (units) of in the last three years	
TURNOVER (amount in currency XX) with in the last three years	
PLEASE GIVE A BRIEF OVERVIEW OF FIVE REFERENCE CLIENTS FOR THE PRODUCTS YOU SELL	
PLEASE GIVE A BRIEF OVERVIEW OF YOUR FIVE MAIN PROJECTS / SALES WITHIN THE LAST THREE YEARS	

RELATIONSHIP

PLEASE DEFINE THE PREFERRED BUSINESS RELATIONSHIP WITH YOUR SUPPLIER	
(Please select one) PERCENTAGE RANGE OF COMMISSION IN EURO TRADE FOR OWN ACCOUNT	
DO YOU HAVE A WAREHOUSE? (skip this and the next question if you act as an agent)	
HOW MUCH WAREHOUSE SPACE DO YOU HAVE AVAILABLE?	
DESCRIBE THE TRANSPORTATION INFRASTRUCTURE OF YOUR COMPANY/WAREHOUSE (CONNECTIONS) (Please mark any which apply) MOTORWAY RAIL	

PLEASE SEND US THE FOLLOWING DOCUMENTS

(for follow-up meeting)

COMPANY REGISTER
COMMERCIAL REGISTER
BANK ACCOUNT DETAILS
PRODUCT AND SERVICE PORTFOLIO (only if not included in the information provided online)