



Date: 3/31/2012

Client Information Form (CIF)

About this Form:

Upon completion of this document, you are ready for a Trade Specialist to assist your company with its exporting needs.

Your company will be registered as a U.S. and Foreign Commercial Service (CS) client. Your company's information will be entered into our CS database and this document will be attached to the organization record. The records will only be made available to CS and International Trade Administration staff that may subsequently assist you.

About Commercial Service Assistance:

The goal of CS assistance is to help you achieve export success. We expect you to report to CS any export sales and related agreements resulting from CS assistance.

Contact Information

Company Name: _____

Contact Person: _____

Phone: _____ Email: _____

Company Information

1. Number of years in business: _____ Number of years exporting: _____
2. Does your company have an international marketing plan? Yes: ___ No: ___
3. Company's objective(s) to exporting (choose all that apply):
 - ___ Increase sales and profits
 - ___ Increase global market share
 - ___ Reduce dependence on existing domestic markets
 - ___ Stabilize market fluctuations
 - ___ Sell excess inventory
 - ___ Meet foreign competition
 - ___ Absorb excess capacity
 - ___ Other (please explain): _____

Product Information

4. Type of Business (please check one):
 - ___ Manufacturer
 - ___ Export trading company
 - ___ Representative/distributor
 - ___ Franchisor
 - ___ Service provider
 - ___ Other, please describe: _____

5. What is the product or service you wish to export:

6. Your industry NAIC Code:

7. Is this product or service currently being sold in the U.S.? Yes_____ No_____

8. Describe your product or service's benefits and unique features (including IPR, ISO 9000 Certification):

9. If your company does not manufacture the product you wish to export, please provide name of the manufacturer and location of headquarters:

10. If not the manufacturer, does your firm have documented sales or distribution authorization for the product? Yes_____ No_____

11. If export rights are limited to a number of countries, please list:

12. Please list the end users and/or industries that use this product:

Export Information

13. Does the product/service to be exported require any special technical support or after-sales service?
Yes _____ No_____

If yes, please explain:

14. Discuss intellectual property (IP).
 - a. Have you registered IP (trademark, patent, design, or copyright) in the U.S.? Yes: __ No: __
 - b. Have you inquired about IP requirements in foreign markets? Yes: _____ No: _____

If yes, please explain:

15. What methods do you use to export in current markets:
 - _____ Obtained list of potential direct purchasers/direct mail campaigns
 - _____ Via the internet
 - _____ Identified agent/distributors
 - _____ Exhibited at trade shows
 - _____ Participated in a trade mission
 - _____ Placed an ad in trade journals

- Traveled and met with potential business contacts
 Other, please explain:

16. Which international distribution channels does your company currently use:

- Agent
 Dealer
 Franchise
 Catalog
 Direct
 Independent representative
 Distributor
 Other, please explain:

17. Which international promotional methods does your company currently use:

- Advertising (trade journals, etc.)
 Direct marketing
 Telemarketing
 E-Commerce
 Franchising
 Trade shows (list event(s) and country(s)):

 Other, please explain:

18. What is the outcome or result you expect to accomplish by working with the Commercial Service?

19. Additional information the Commercial Service should be aware of to fully understand your company and its requirements.

20. Are there specific export issues that you would like to discuss? If so, please describe.

Public reporting for this collection of information is estimated to be 10 minutes per response, including the time for reviewing instructions, and completing and reviewing the collection of information. All responses to this collection of information are voluntary. Notwithstanding any other provision of law, no person is required to respond to, nor shall a person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Clearance Officer, International Trade Administration, Department of Commerce, Room 4001, 14th and Constitution Avenue, N.W., Washington, D.C. 20230.

CS Service Eligibility

To receive fee-based CS services:

At the time of purchase of a fee-based service, you will be required to complete a participation agreement and certify the following:

1. I am, my company is, or I or my company represents:
 - (a) a United States citizen;
 - (b) a corporation, partnership or other association created under the laws of the United States or of any State; or,
 - (c) a foreign corporation, partnership, or other association, more than 95 percent of which is owned by persons described in (a) and (b) above;
2. I certify that I am, my company is, or the entity I or my company represents is, exporting, or seek(s) to export, 1) goods or services produced in the United States, or 2) goods or services that contain at least 51% U.S. content; and
3. I understand that this certification is a requirement to receive the requested service and that an intentionally false certification may result in termination of the service and / or denial of future services.

Definitions:

U.S content for manufactured goods=[ex-factory price of a good] minus [aggregate value contributed by non-U.S. or foreign sources(e.g., costs or payments to foreign suppliers/providers/employees not resident in the United States)].

U.S. content for services=[contract value of the service whether delivered in the U.S or overseas] minus [aggregate value contributed by non-U.S. or foreign sources(i.e., costs or payments to foreign suppliers/providers/employees not resident in the United States)].

Information provided to the U.S. and Foreign Commercial Service is intended solely for internal use and the U.S. and Foreign Commercial Service will protect business confidential information to the full extent permitted by law and Administration policy. U.S. law prohibits U.S. government employees from disclosing trade secrets.