



## Information Sheet:

# Exporter's Checklist

## Internal

The checklist is a brief overview of key items that need to be considered before entering foreign markets. The items have been divided into two major categories — **Internal** for functions that must be organized within the company and **External** for items more specifically related to the actual export.

- ✓ Has a **market plan** been developed to get into exporting?
- ✓ Is an **export license** required?
- ✓ Have you developed an **international sales program**?
- ✓ What kind of international sales and/or payment **terms** will be offered?
- ✓ What kind of international **pricing** will be offered?
- ✓ How will the company handle international **sales** inquiries?
- ✓ How will the company solicit **exports**?
- ✓ What **actions** will be taken within the company when an export order is received?
- ✓ Should you want to use an agent distributor, has an **application** form been designed to help him/her determine the best company to handle the product? And what about **contracts**?
- ✓ Has contact been made with key people:
  - A **banker** for getting your money from the foreign companies?
  - A **forwarder** for developing shipping procedures?
  - A **lawyer** for developing an agent/distributor contract?
  - An **accountant** for considering a Foreign Sales Corporation (FSC)?
  - An **export packer** for preparing or packing your products for overseas shipment?
  - An **insurance agent** for insuring shipments and receivables?