## GoldKey Service QUESTIONNAIRE

Embassy of the United States of America U.S. Commercial Service Boltzmanngasse 16, A-1091 Vienna Tel. (43 1) 313-39-2297, Fax: (43 1) 310-69

Tel. (43 1) 313-39-2297, Fax: (43 1) 310-6917 Email: <u>vienna.office.box@mail.doc.gov</u> Web: <u>http://www.buyusa.gov/austria/en</u>



Name of your company				
Company address				
City, Postal Code				
Name of company representative:				
Position of company representative (purchasing manager, vice president, etc.)				
Telephone Fax				
Email				
Website URL				
Business activity				
Number of employees				
Year established				
Annual sales (approximately)				
Tell us about your products				
Product description – please include information about the end-use of the product!				
Are special actions necessary (licensing, registration)?				
Who are your main competitors?				

Tell us about your company

What kind of business partner would you like to find?				
Minimum size (employees, turnover, etc.)				
Industry, activity – what other products would you expect this company to sell?				
Should it be an agent, wholesaler, retailer, end-user?				
Are there specific companies you would like us to contact?				
Companies you would like us to avoid?				
What else should this company be able to do? (repair work, warehousing, etc.)				
Many Austrian companies sell to Eastern Europe – which countries in addition to Austria would				
you like to be served?				
Your company's history in this market				
Is ar was your company represented in Austria?				
Is or was your company represented in Austria?				
If yes, briefly explain - how should the former/current distributor be handled?				
in yes, briefly explain - now should the former/editent distributor be handled:				
About your visit				
Dates of planned visit (please provide a range)				
Address in Austria (if known)				
Telephone and fax in Austria (if known)				
What is your objective for this visit?				
Additional Services				
I would like to use the Embassy meeting room				
Please reserve a room for me at a 5-star hotel at the Embassy rate				
Please arrange for a rental car, or car and driver				
I would like to purchase advertising in the local press				
Please send me your visitor's package				
Other service requests				

Please contact me to confirm the dates of my Gold Key Service! I am aware of the terms and conditions of participation as shown below. The Gold Key Service can begin on receipt by the Commercial Service Vienna of this application accompanied by appropriate company and product information. Unless otherwise agreed, please send 30 copies of your company and product literature to the address at the top of the first page of this form.

Ple	ase charge \$	to my credit card.	
	pe of credit card (check one):	•	
	American Express		
	Discover		
	MasterCard		
	Visa		
	Name of signing part	y:	
	Name on card:	<u></u>	
	Card number:		
	Expiration date:		
	I am interested in a multi-sto	op Gold Key and would like information about the Gold K	.ey
	program in:		
	Czech Republic	Germany	
	Slovak Republic	Poland	
	Slovenia	Bulgaria	
	Croatia	Romania	
	Italy	Other	
	Switzerland		
Da		Signature	_

## **TERMS AND CONDITIONS**

The Gold Key Service is designed for U.S. business visitors who would like to meet personally with Austrian government entities, organizations, agents, distributors, licensees, or end-users. Our office assists by contacting the people you want to talk with, providing them with company and product information that you supply, and arranging suitable appointments. The following terms and conditions apply:

Fees for the GoldKey Service: \$700 for SME Companies\*

\$350 for SME Companies\* new to export and using this service for the first time

\$2,300 for Large Companies\*

\* A Small or Medium-Sized Enterprise (SME) is defined as a firm with 500 or fewer employees or self-certified as a small business under SBA regulations. A large company is defined as a firm with more than 500 employees. Subsidiaries will be classified based on the size of the parent company.

Credit Card payment: Visa, MasterCard, American Express, Discover

Prepayment: full Advance notice required: 5 weeks

Tip: Be sure to take advantage of special discounted hotel rates offered under U.S. Embassy contracts!

Additional services: Office space, including telephone, PC with unlimited internet access, photocopier, etc. can be provided. A rental fee of \$20/hour will be charged plus actual costs of telephone, etc. Our office can also arrange for interpretation, transportation, and accommodation with local providers. If you request the presence of a member of our staff at your meetings, you would be responsible for travel expenses incurred in travel to cities outside the Vienna area.

The Gold Key Service is initiated on the receipt of payment and only after confirmation of a reasonable market potential for your product/service and approval of the proposed dates by the Commercial Service Vienna. All information contained in this questionnaire and in follow-up reports will remain confidential unless otherwise directed by you.