

Gold Key Service Slovenia Application Questionnaire

Embassy of the United States of America
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YOUR COMPANY INFORMATION	
Name of your company	
Company address	
City, state, zip	
Name of company representative(s) planning to visit	
Telephone	Fax
Email	
Website URL	
Type of business activity	
Number of employees	
Year established	
Approximate annual sales	

CHARACTERISTICS OF TARGETED SLOVENE PARTNER
Minimum size (employees, turnover, etc.)
Industry/business activity
Are there specific companies you would like us to contact or companies you would like us to avoid?

PRODUCT INFORMATION

Product description (for exports from the U.S.)

Do you anticipate any special product requirements (e.g., licensing, registration, etc.)?

ADDITIONAL INFORMATION

Is your company represented in Slovenia? If your company is not represented now, has it ever been?

If yes, please explain briefly - how should the former/current distributor be handled?

How did your company learn about our gold key service?

YOUR PLANNED VISIT

Dates of planned visit

Address in Slovenia (if known)

Telephone and fax in Slovenia (if known)

Objective of visit

ADDITIONAL SERVICES*

Service	Details	Maximum total cost
Hotel accommodation	Type and # of rooms:	
Interpretation	Languages:	
Car and driver	# of passengers:	
Rental car	Type and size:	
Office space/services	# of computers needed, special requests:	
Advertising – <i>especially franchising companies are recommended to advertise</i>		

*Additional services are arranged by the Embassy but are paid by the applicant company.

Please contact me to confirm the dates of my Gold Key Service! I am aware of the terms and conditions of participation as they appear below. Once the dates have been confirmed, you will receive a minimum of 20 packages of product-descriptive literature at least five weeks before the agreed date (as appropriate).

Please charge \$_____ to my credit card (American Express, Discover, MasterCard, Visa):

Name of signing party: _____.

Type of card (Visa, Mastercard, etc.): _____.

Card number: _____.

Expiration date: _____.

I am interested in additional Gold Key service in the following countries:

- | | |
|--|--|
| <input type="checkbox"/> Austria | <input type="checkbox"/> Romania |
| <input type="checkbox"/> Croatia | <input type="checkbox"/> Latvia |
| <input type="checkbox"/> Czech Republic | <input type="checkbox"/> Poland |
| <input type="checkbox"/> Germany | <input type="checkbox"/> Bulgaria |
| <input type="checkbox"/> Italy | <input type="checkbox"/> Estonia |
| <input type="checkbox"/> Slovak Republic | <input type="checkbox"/> Lithuania |
| <input type="checkbox"/> Switzerland | <input type="checkbox"/> Other : _____ |

Date

Signature

TERMS AND CONDITIONS

The Gold Key Service is designed for U.S. business visitors who would like to meet personally with potential Slovene wholesalers, distributors, licensees, or end-users. Our office assists by contacting the most qualified Slovene firms, providing them with product information (such as brochures and price lists) that you supply, and arranging a maximum of 6 appointments per day with qualified firms. Included is also a thorough market briefing by an industry specialist from our office. The following terms and conditions apply:

Fee for one-day visit:	\$735
Additional days:	\$400 per each additional day
Credit Card payment:	Visa, MasterCard, AmEx, Discover
Prepayment:	full
Advance notice required:	4 weeks

Additional services: Office space, including telephone, PC, photocopier, etc. can be provided upon payment of additional fees. Our office can also arrange for interpretation, transportation, and accommodation with local providers. All costs for these additional services are carried by the applicant.

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 US Embassy Ljubljana. All information contained in this questionnaire and in follow-up reports will remain confidential unless otherwise directed by you.