"Export Washington"
Export Voucher Program Application

As Administered by the Washington State Department of Commerce

Company Information

Company Name:	
Address (include Street, City, State, Zip):	
Contact Person:	Title:
Phone:	E-Mail:
Website:	Fax:
Principal Business of Applicant:	
Federal ID/Tax ID:	State of Incorporation:
How long have you been a registered business?	Are you registered to do business in WA State?
DUNS Number	Statewide Vendor Number

Declaration by Applicant

An Authorized Officer of the Company should complete this declaration to certify the company is, and will remain, in compliance with the terms and conditions of the Export Voucher program.	Insert YES or NO as Appropriate
The Company is a Small Business Concern (SBC)[1]	
The Company will use the Export Voucher for eligible activities only (indicated below)[2]	
The Company has been in business for not less than the 1-year period ending on the date on which the Export Voucher is utilized	
The Company is operating profitably, based on operations in the United States	
The Company has a demonstrated understanding of the costs associated with exporting and doing business with foreign purchasers, including the costs of freight forwarding, customs brokers, packing and shipping	
The Company has as strategic plan for exporting	
The Company confirms that it has not received, or received approval for, another Export Voucher for the program year September 30, 2011 to September 29, 2012.[3]	
The Company is registered to do business in Washington State	
Name of Authorized Company Officer:	Date

1. SBC as defined by the SBA Small Business Concern criteria (http://www.sba.gov/content/what-sbas-definition-small-business-concern)
2. Eligible Export Voucher uses as indicated below, unless pre-approved by the WA State Department of Commerce
3. Only one Export Voucher per company per program year.

Eligible Export Voucher Uses

Export Voucher Uses (check appropriate box(es))	Program Dates	Company Cash Contribution to Program *(min. 25% of total program cost)*	Value of requested Export Voucher *(max. 75% of total program cost, not to exceed $5000)*
☐ Services of the U.S. Commercial Service			
☐ Other Fed/State Export Training			
☐ Overseas Trade Shows Show Name: *(See International Events Section for further guidelines)*			
☐ Overseas Trade Missions Country: *(See International Events Section for further guidelines)*			

Eligible Export Voucher Uses

☐ Foreign Market Sales Trips *(See International Events Section for further guidelines)*			
☐ Export Compliance Audits			
☐ International Credit Reports			
☐ Translation Services: ☐ Website ☐ Marketing Material ☐ Other			
☐ International Certifications			
☐ Design of International Marketing or Products Campaign			
☐ Other (*preapproval req'd*):			

Company Description (20 points)

Company Activity (check all that apply)

☐ Manufacturer ☐ Service Company

☐ Management Company ☐ Other: (specify)

Industries Association (check all that apply)

☐ Aerospace ☐ Information & Communication Technology

☐ Life Sciences ☐ Clean Technology

☐ Advanced Manufacturing ☐ Other: (specify)

Describe your niche or sub-industry

Provide a brief, non-technical description of the company's products, services or applications.

Which of these products, services or applications do you export, or are considering exporting?

Does your company currently export?	If yes, for how long has it exported?
Total Annual Sales (approx.):	International Sales (approx. USD):
Employees in WA:	Employees Worldwide:

Are you currently represented in a foreign country? If yes, which country? How represented: agent, distributor, sales office, etc.?

Briefly describe the international experience of the individual responsible for implementing this program: tenure in specific industries, international marketing, financing, logistics, etc., as well as the dollar value of any international sales s/he was responsible for. If appropriate, provide international background on other key staff as well.

What other Washington State export promotion programs have you utilized? Please describe. *Companies participating in other approved export promotion programs may be given preference in the Export Voucher program. Additionally, the company may be eligible for other export resources.*

Company Description (20 points)

Program Event/Activity Information (30 Points)

Type of event/activity. Describe what you will be doing with the Export Voucher as it relates to the event/activity.

Dates: (MM/DD/YY) – (MM/DD/YY)	Program Location(s): (cities/states/countries)

Why have you targeted this event/activity? What specific value will be provided/generated that will result in additional export opportunities?

How does this activity support the company's overall growth and export strategies? Is this type of event/activity outlined in your business plan? *You are welcome, but not required, to provide electronic versions of portions of your business plan that substantiate your statements.*

What research / activity did you undertake which led you to choose this event/activity?

Once this event/activity has been undertaken, what specific steps will be taken which take advantage/leverage your participation?

International Events Involving Overseas Travel: Trade Missions, Trade Shows, Sales Trips

All international events involving overseas travel must have a defined business component which consists of a minimum of 5 individual meetings with potential customers, buyers or clients. Applicants must provide evidence of these business meetings to receive reimbursement. Evidence includes business cards of the individuals met, a three to five sentence summary of the meeting and agreed to next steps.

This data must be submitted to Department of Commerce within 30 days of your return to the United States.

Program Impact (30 Points)

Are you expecting any export opportunities or sales, direct or indirect, resulting from this program? What amounts and when anticipated? *As a condition of receiving an Export Voucher, you will be required to respond to Department of Commerce export success surveys.*

What type of internal resources will be deployed following this effort in order to leverage its success? Resources may include hiring new staff, financial resources, specialized training, international certification, export audit, etc. *These types of resources*

Program Impact (30 Points)

signify a company's commitment to an export program.

What economic impact will there be in your region, caused directly or indirectly, by this program? Examples: other companies provide resources to support your expanding international business: freight forwarders, custom house brokers, logistics providers, banks for export financing, etc.

Program Budget (20 points)

Expense Categories: Utilize as applicable to your company's specific situation, add expense categories as required

Expense Category	Company Contribution (Total company contribution must be at least 25% of total Export Voucher requested)	Export Voucher [1,2,3,4] Request for Reimbursement
Lodging		
Meals		
In-country transportation to/from event/activity (excludes airfare)		
Travel, airfare[5] (economy only), taxes, entry visas		
Foreign Market Sales Trips – other expenses, specify details		
Trade Show fees, activity registration, booth fees, equipment rental, etc.		
Trade Mission fees, activity registration, etc.		
Interpreter fees		
Translation services: web, marketing material, etc.		
Services of the U.S. Commercial Service		
Export training programs		
International Credit Reports		
International Certifications		
Export Compliance Audits		
Design of International or Products Campaign		
Other (explain)		
Subtotal		
TOTAL PROGRAM COST (estimate) (Company Contribution + Export Voucher Request		
Proportion Calculation[1]: Export Voucher Value divided by Total Cost = %	%	

1) Export Vouchers can be a maximum of 75% of the total program cost, not to exceed $5000. It is anticipated that there will be high demand for these Export Vouchers which may result in allocations to companies at less than their requested amount.
2) The Export Voucher program was developed to increase the number of small businesses exporting, as well as increase the value of exports from SBCs already exporting. Export Voucher awards will be based on funds available, the number of applications, and the strengths of the applicant submittals. Stronger companies showing enhanced export-readiness, resource and financial commitment to export activity may receive higher value Export Vouchers.
3) Export Vouchers are limited to one voucher per company per program year (9/30/2011- 9/29/2012).
4) Department of Commerce decisions for Export Voucher values are final.
5) An Export Voucher may be used to cover participation costs (including airfare) for up to two individuals if the activity/event is a trade show or mission targeted by Commerce. Otherwise the Export Voucher may only be used to cover participation costs of one individual.

Other

How did you become aware of the Export Voucher Program? Check all that apply	
☐ Media	☐ Website
☐ Source:	☐ Department of Commerce
☐ Department of Commerce - direct outreach	☐ Other:
☐ Individual / Personal Outreach	
☐ Email / Newsletter notification	

Information Disclosure Verification

I certify that the information provided in this application is true and correct. I agree to abide by the Washington State Department of Commerce Export Voucher guidelines and reporting policies. I further understand that this application does not guarantee approval for an Export Voucher. Export Voucher allotments are made by the Washington State Department of Commerce; decisions made by the Department of Commerce are final. This application must be completed and signed prior to any company being considered for an Export Voucher.

Signature of Authorized Company Official	Date

Print Name	Print Title

For additional questions, and to submit completed application, please contact:

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