

**EXPORT LEVEL READINESS QUESTIONNAIRE
PROMOEXPORT DIVISION**



Compañía de Comercio y
Exportación de Puerto Rico
PUERTO RICO TRADE
GOBIERNO DE PUERTO RICO



Name of the Company: _____

Contact Person / Position: _____

Job Title: _____

Web Page: _____

Email: _____ **Established (date):** _____

INSTRUCTIONS

Please answer the following questions with the checkmark in the typecast Yes or No

You will receive an export evaluation once you complete the questionnaire, which will help you to assess your export readiness, as well as an identification of areas your business needs to strengthen to improve its export activities.

QUESTIONS		YES	NO	COMMENTS
1	Does your company have a product or service that has been successfully sold in the domestic market?			
2	Has the company been in business for one year or more?			
3	Has the company been able to export its products or services?			
4	Does the company have an employee with international trade and export knowledge?			
5	Does your company has or will develop an international marketing plan with defined goals and strategies?			
6	Is your company's management committed to develop export markets and will assign staff, dedicate time and resources to this process?			
7	Does your company have sufficient production capacity that it can be committed to the export markets?			
8	Does your company understands that in order to sell products abroad, you must follow and comply with local laws and regulations and the ones at the export market?			
9	Does your company have adequate knowledge of international payment options, such as documentary collections or letters of credit?			
10	Do you know the programs and services offered by Exim Bank?			
11	Does your company have adequate knowledge about shipping products overseas, for example when you have to submit information to the Automated Export System?			
12	Does your company have the financial resources to actively support the marketing of your products or services in the overseas target markets?			
13	Does the company has the resources to communicate with buyers abroad (fax number, email or web site among others)?			
14	Does the company has promotional materials such as catalogs, brochures or flyers?			

Company Representative Signature

Date

<p>For the use only of Puerto Rico Trade</p> <p>_____</p> <p>Readiness Level</p>

Promoexport - PR Trade Officer Signature