

# Gold Key Service Austria Application Questionnaire

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YOUR COMPANY INFORMATION	
name of your company	
company address	
city, state, zip	
name of company representative planning to visit	
telephone	fax
email	
website url	
business activity	
number of employees	
year established	
annual sales (approximately)	

CHARACTERISTICS OF TARGETED AUSTRIAN PARTNER
minimum size (employees, turnover, etc.)
industry, activity
are there specific companies you would like us to contact? companies you would like us to avoid?

PRODUCT INFORMATION
product description
are special actions necessary (licensing, registration)?

ADDITIONAL INFORMATION
is or was your company represented in Austria?
if yes, briefly explain - 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 Austria (if known)
telephone and fax in Austria (if known)
objective of visit

ADDITIONAL SERVICES*		
Service	✓	maximum cost
arrange hotel accommodations		
arrange for interpretation		
arrange for car and driver		
arrange for rental car		
provide office space/services		
advertising – <i>especially franchising companies are recommended to do advertising</i>		

\*additional services are arranged by this office 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 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.

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

Name of signing party: \_\_\_\_\_

Name of card: \_\_\_\_\_

Card number: \_\_\_\_\_

Expiration date: \_\_\_\_\_

- I am interested in a multi-stop Gold Key including the following additional countries:

- Czech Republic
- Slovak Republic
- Slovenia
- Croatia
- Italy
- Switzerland
- Germany

- Poland
- Estonia
- Lithuania
- Latvia
- Bulgaria
- Romania
- 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 Austrian wholesalers, distributors, licensees, or end-users. Our office assists by contacting the most qualified Austrian 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:	\$600
Additional fees:	\$50 per appointment over 6 appointments
Credit Card payment:	Visa, MasterCard, AmEx, Discover
Prepayment:	full
Advance notice required:	5 weeks

Additional services: Office space, including telephone, PC, photocopier, etc. can be provided. A PC 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 would like a bilingual commercial specialist from this office to accompany you on your appointments, the additional fee is \$400 per day. Custom market research is also available for a modest fee. 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 Commercial Service Vienna. All information contained in this questionnaire and in follow-up reports will remain confidential unless otherwise directed by you.

