Foreign Partner Search Plan Worksheet

Use this worksheet to prepare your plan to find a foreign partner. Fill in all of the white boxes with your choices or answers. [Contact ExportMontana](http://marketmt.com/Export) with any questions.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INTERNATIONAL MARKET** | | | | | | | | | | | | |
| **For which country is this foreign partner search plan prepared?**  *Prepare a separate sheet per country or market.* | | | | | | | |  | | | | |
| **CHOOSE A TYPE OF FOREIGN PARTNER** | | | | | | | | | | | | |
| **Type of foreign partner I am interested in** | | | | | |  | **Rep / Agent** | | | |  | **Distributor** |
| **CHOOSE A SEARCH METHOD** | | | | | | | | | | | | |
|  | I have already made contact with potential foreign partner(s) but need to do more work to check them out and make my decision (see **CHOOSE AN EVALUATION METHOD** on page 2) | | | | | | | | | | | |
|  | I need help finding potential foreign partners (see **NEXT STEPS** below) | | | | | | | | | | | |
| NEXT STEPS |  | I want a **list of potential foreign partners** to consider as a starting point, using the [International Partner Search (IPS)](https://www.export.gov/International-Partner-Search)  **Timing (month, year):** | | | | | | |  | Contact [Carey Hester, US Commercial Service](mailto:carey.hester@trade.gov?subject=International%20Partner%20Search) | | |
|  | | | |
|  | I want to get **reimbursed 50% of the cost** of the IPS via the [STEP grant](http://marketmt.com/STEP/USCommercialService) | | | | | | |  | Contact [Angelyn DeYoung, ExportMontana](mailto:adeyoung@mt.gov?subject=STEP%20grant%20for%20IPS) | | |
|  | I will **interview** potential foreign partner via email, phone, or Skype, using the Foreign Partner Evaluation Worksheet (LINK) | | | | | | |  | Meeting(s) are set up | | |
|  | I would like to set up **in-country meetings** with potential foreign partners at their offices or a central location, using the [Gold Key Service (GKS)](https://www.export.gov/Gold-Key-Service)  **Timing (month, year):** | | | | | | |  | Contact [Carey Hester, US Commercial Service](mailto:carey.hester@trade.gov?subject=Gold%20Key%20Service) | | |
|  | | | |
|  | I would like to set up **in-country meetings** **during a foreign trade show** with potential foreign partners, using the [Gold Key Service (GKS)](https://www.export.gov/Gold-Key-Service)  **Show Name, Location, Date:** | | | | | | |  | Contact [Carey Hester, US Commercial Service](mailto:carey.hester@trade.gov?subject=Gold%20Key%20Service) | | |
|  | | | |
|  | I will **exhibit** at the show |  | I will **just walk** the show | | | |
|  | I want to get **reimbursed 50% of the cost** of the GKS and travel via the [STEP grant](http://marketmt.com/STEP/USCommercialService) | | | | | | |  | Contact [Angelyn DeYoung, ExportMontana](mailto:adeyoung@mt.gov?subject=STEP%20grant%20for%20IPS) | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | I will **exhibit at a foreign trade show** to find potential foreign partners.  **Show Name, Location, Date:** | | | | |  | |
|  | I want to get **reimbursed 50% of the cost** of the trade show and my travel via the [STEP grant](http://marketmt.com/STEP/TradeshowExhibition) | | | | |  | Contact [Angelyn DeYoung, ExportMontana](mailto:adeyoung@mt.gov?subject=STEP%20grant%20for%20trade%20show) |
|  | **Other ideas:** | |  | | |  | Tasks completed |
| **CHOOSE AN EVALUATION METHOD** | | | | | | | | |
| Next Steps |  | I will **interview** potential foreign partner via email, phone, or Skype-like tool, using [Foreign Partner Evaluation Tool](#_Foreign_Partner_Evaluation) below | | | | | | |
|  | I will conduct a **due diligence check**, setting up an [International Company Profile (ICP)](https://www.export.gov/International-Company-Profile), partial or full | | | | |  | Contact [Carey Hester, US Commercial Service](mailto:carey.hester@trade.gov?subject=International%20Company%20Profile) |
|  | I want to get **reimbursed 50% of the cost** of the ICP via the [STEP grant](http://marketmt.com/STEP/USCommercialService) | | | | |  | Contact [Angelyn DeYoung, ExportMontana](mailto:adeyoung@mt.gov?subject=STEP%20grant%20for%20ICP) |
|  | I will visit the potential foreign partner at a **trade show** to make my final decision  Show Name, Location, Date: | | | | | |  |
|  | I will **exhibit** at the show | |  | I will just **walk** the show | |
|  | I want to get **reimbursed 50% of the cost** of the trade show and my travel via the [STEP grant](http://marketmt.com/STEP/TradeshowExhibition) | | | | |  | Contact [Angelyn DeYoung, ExportMontana](mailto:adeyoung@mt.gov?subject=STEP%20grant%20for%20trade%20show) |