

**U.S. Commercial Service One-on-One Meeting Notes – «Country»**

**«Company» («Hall\_for\_Meeting» / «Booth\_for\_Meeting»)  
«Honorific» «First\_Name» «Last\_Name», «Title»  
«Street»  
«City», «State» «Zip»  
Tel: «Telephone» / Email: «Email»  
Web: «Website»  
SalesForce ID#: «SalesForce\_ID»**

🞏 Time Sensitive Follow Up Needed

|  |  |  |
| --- | --- | --- |
| **Event Name**: | **DGM Sustainable Solutions**  **February 9-11, 2015** | |
|  | |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CS MEETING CO-COUNSELORS: | | |  |  | | |  | |  |
| Domestic: | | «Email\_USEAC\_TS\_to\_be\_CC» | | |  | **Office:** | |  |  |
| Overseas: | «Country\_Specialist\_First\_Name» | | | |  | **Office**: | | **«Country»** |  |

**FOLLOW UP NEEDED**

🞏 NTE/Referral to SBDC 🞏 Introduction to local CS office

🞏 Trade Finance Referral 🞏 SBA 🞏 EXIM

🞏 Trade Data 🞏 Market Research 🞏 Counseling

🞏 Matchmaking 🞏 Trade Show 🞏 Trade Mission

🞏 Advocacy 🞏 Market Access 🞏 Other

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

🞏 Currently working with local CS office?

**MARKET OBJECTIVE:** 🞏 **NTM**  🞏 I**TM**

🞏 Agent 🞏 Distributor 🞏 End User

🞏 JV 🞏 Franchisee 🞏 Other

|  |  |
| --- | --- |
|  |  |
|  | |
|  | |
|  | |

**MEETING NOTES** 🞏 Market Research provided to the company at the meeting

🞏 Post Commercial Specialist \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |