

Regular Business Loan Program

The SBA can guarantee up to 90 percent of a bank loan up to \$155,000. For larger loans, the maximum guaranty is 85 percent up to \$750,000.

Small businesses that need money for fixed assets and for working capital may be eligible for the SBA's regular 7(a) business loan guarantee program. Loan guarantees for fixed-asset acquisition have a maximum maturity of 25 years. Guarantees for general purpose working capital loans have a maximum maturity of seven years. Export trading companies (ETCs) and export management companies (EMCs) also may qualify for the SBA's business loan guarantee program.

To be eligible, the applicant's business generally must be operated for profit and fall within size standards set by SBA. Loans cannot be made to businesses involved in creation or distribution of ideas or opinions, such as newspapers, magazines and academic schools. Other types of ineligible borrowers include businesses engaged in speculation or investment in rental real estate.

Export Revolving Line of Credit Program

The Export Revolving Line of Credit (ERLC) Program offers a credit line up to 36 months. Any number of withdrawals and repayments can be made as long as they do not exceed the dollar limit of the credit line, and the disbursements are made within the stated maturity period. Loan maturities are generally for 12 months, with options to renew.

Loans can be used to finance labor and materials for manufacturing or wholesaling for export, to develop foreign markets or to finance foreign accounts receivable. Foreign business travel and participation in trade shows are also among the eligible uses, but a regular 7(a) business loan may be more appropriate for these purposes.

Applicants must satisfy eligibility criteria established for all SBA loans. Also, the applicant must have been in business -- not necessarily exporting -- for at least 12 months' continuous operation before filing an application. The 12-month requirement may be waived by the SBA regional office, if the firm's management has sufficient export experience or enough management ability to warrant an exception.

The International Trade Loan Program

The International Trade Loan Program provides long-term financing to help small businesses compete more effectively and to expand or develop export markets.

Loan maturities cannot exceed 25 years, excluding the working capital portion of the financing. The SBA's guarantee cannot exceed 85 percent of the loan amount. The agency's maximum share for facilities or equipment loans is \$1 million, plus \$250,000 for working capital.

Proceeds may be used to purchase or upgrade facilities or equipment, and to make other improvements that will be used within the U.S. to produce goods or services.

No debt payment is allowed. Proceeds can be used to buy land and buildings; build new facilities; renovate, improve or expand existing facilities; and purchase or recondition machinery, equipment and fixtures. The working capital portion of the borrowing could be in the form of either an ERLC or a

portion of the term loan.

Applicants must establish either of the following to meet eligibility requirements:

- Loan proceeds will significantly expand existing export markets or develop new ones.
- The applicant's business is adversely affected by import competition.

Small Business Investment Company (SBIC) Financing

A Small Business Investment Company (SBIC), approved and licensed by the SBA, may also provide equity or working capital exceeding the agency's \$750,000 statutory maximum. SBICs can invest in export trading companies in which banks have equity participation as long as other SBIC requirements are met.

Export-Import Bank of the United States (Eximbank)

Eximbank is an independent federal government agency responsible for assisting the export financing of U.S. goods and services through a variety of information service and insurance, loan and guarantee programs. Eximbank has undertaken a major effort to reach more small business exporters with better financing facilities and services, to increase the value of these facilities and services to the exporting community, and to increase the dollar amount of Eximbank's authorizations supporting small business exports.

Eximbank's export financing hotline provides information on the availability and use of export credit insurance, guarantees, direct and intermediary loans extended to finance the sale of U.S. goods and service abroad.

Briefing programs are offered by Eximbank to the small business community. The program includes regular seminars, group briefings and individual discussions held both within the Bank and around the country.

Export credit insurance programs reduce an exporter's risk and can be obtained through an insurance broker or from Eximbank's Insurance Division. A wide range of policies is available to accommodate many different export credit insurance needs. Insurance coverage:

- protects the exporter against the failure of foreign buyers to pay their credit obligations for commercial or political reasons;
- encourages exporters to offer foreign buyers competitive terms of payment;
- supports an exporter's prudent penetration of higher risk foreign markets; and
- gives exporters and their banks greater financial flexibility in handling overseas accounts receivable.

During the first two years, the new-to-export insurance policy offers a short-term (up to 180 days) insurance policy geared to meet the particular credit requirements of smaller, less experienced exporters. Under the policy, Eximbank assumes 95 percent of the commercial and 100 percent of the political risk involved in extending credit to the exporter's overseas customers. This policy frees the smaller exporter from "first loss" commercial risk deductible provisions that are usually found in regular insurance policies. The special coverage is available to companies which are just beginning to export, or have an average annual export credit sales volume of less than \$2,000,000 for the past two years, and meet the SBA definitions of small business.

The umbrella policy also covers short-term receivables of companies with only limited experience in export trade. These policies are available to commercial lenders, state agencies, finance companies, export trading and management companies, insurance brokers and similar agencies to insure their clients' receivables. Exporters are eligible if they have average annual export credit sales of less than \$2,000,000 for the past two years and meet the SBA definitions of small business.

Loan Programs

The Working Capital Loan Guarantee Program assists small businesses in obtaining crucial working capital to fund their export activities. The program guarantees 100 percent of the principal and interest on working capital loans extended by commercial lenders to eligible U.S. exporters. The loan may be used for pre-export activities such as the purchase of inventory, raw materials, the manufacture of a product or for marketing. Eximbank requires the working capital loan to be secured with inventory of exportable goods, accounts receivable or by other appropriate collateral.

Direct and Intermediary Loans

Eximbank provide two types of loans, direct loans to foreign buyers of U.S. exports and intermediary loans to fund responsible parties that extend loans to foreign buyers of U.S. capital and quasi-capital goods and related services. Both the loan and guarantee programs cover up to 85 percent of the U.S. export value, with repayment terms of one year or more.

Direct loans of any size and long-term loans to intermediaries are offered at the lowest interest rate permitted under the Organization for Economic Cooperation and Development (OECD) arrangement for the market and term.

Medium-term intermediary loans are structured as "standby" loan commitments. Under this arrangement, the intermediary may borrow against the remaining undisbursed loan at any time during the term of the underlying debt obligation. There is a prepayment fee if it is triggered by prepayment of the foreign borrower.

Guarantee Programs

Guarantees of the Eximbank provide repayment protection for private sector loans to credit worthy buyers of U.S. capital equipment and related services. The guarantee is available alone or may be combined with an intermediary loan.

Most guarantees provide comprehensive coverage of both political and commercial risks but political risks only coverage is also available. The guarantee covers 100 percent of principal and interest. In the event of a default, the guaranteed lender must file a claim no less than 30 and no more than 150 days after the default. The claim will be paid within five business days after receipt.

Customary repayment terms for capital goods in international trade are:

Contract Value	Maximum Term
Less than \$75,000	2 years
\$75,000 - \$150,000	3 years
\$150,000 - \$300,000	4 years
\$300,000 or more	5-10 years*

* depending on the nature of the sale and the OECD classification of the buyers'country.

Loans for projects and large product acquisitions, such as aircraft and capital-intensive machinery, are eligible for longer terms while lower unit value items such as automobiles and appliances receive shorter terms.

Commodity Credit Corporation (CCC)

The United States Department of Agriculture's Commodity Credit Corporation (CCC) operates Export Credit Guarantee Programs to provide United States agricultural exporters or financial institutions a guarantee that they will be repaid for short- and intermediate-term commercial export financing to foreign buyers. These programs protect against commercial or noncommercial risk if the importer's bank fails to make payment. Under one program, the CCC will guarantee credit terms of up to 3 years and under another, credit terms from 3 to 10 years are guaranteed. (For more details, see Part II, The Exporter's Directory.)

State Export Financing Programs

A number of state-sponsored export financing and loan guarantee programs are available. Many cities and states have established cooperative programs with the Eximbank and can provide specialized export finance counseling. Details of these programs are available through each state department of commerce or trade office.

Arkansas, California, Delaware, Georgia, Indiana, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, New Jersey, New York, Nevada, North Carolina, Oklahoma, Pennsylvania, South Carolina, Texas, Utah, Virginia, Washington, and Wisconsin all provide direct or indirect export financing assistance.

Once an exporter determines the kind of export financing assistance to be used and which payment method, the next step is to arrange for delivery of the goods to the buyer's destination. It is important to assess the various transportation options available, the subject of Chapter 6, "Transporting Goods Internationally."

Chapter 6

Transporting Goods Internationally Now that financing has been arranged, steps must be taken to ensure that the goods for export are packed and shipped properly to reach their destination. When transporting goods internationally, proper documentation and correct packaging are critical to the export process.

One of the main differences between selling domestically and exporting is the documentation required.

Providing proper documentation with your shipments is essential, if the goods are to arrive safely and on time.

Although the paperwork involved in exporting may be more burdensome and costly than that required for domestic sales, it should not deter you. Consider the case of Hood Equipment Inc. of Iron River, Wisconsin:

"We began exporting our forestry equipment in 1977. Now exports amount to 40 percent of our sales. While export documentation requirements can be time consuming, 40 percent of our sales depend on it so we have to do it," says export manager Joyce Hood. Ms. Hood credits her company's international freight forwarder as "a great help."

THE ROLE OF THE FREIGHT FORWARDER

The international freight forwarder acts as an agent for the exporter in moving cargo to the overseas destination. These agents are familiar with the import/export rules and regulations of foreign countries, methods of shipping, United States government regulations and the documents connected with foreign trade.

Freight forwarders can assist with an order from the start by advising the exporter of the freight costs, port charges, consular fees, costs of special documentation and insurance costs as well as their handling fees -- all of which help in preparing the pro-forma invoice and price quotations. Freight forwarders may also recommend the best type of packing for protecting the merchandise in transit; they can arrange to have the merchandise packed at the port or containerized. The cost for their services is a legitimate export cost that should be figured into the price charged to the customer.

When the order is ready to ship, freight forwarders should be able to review the letter of credit, commercial invoices, packing list to ensure that everything is in order. Freight forwarders can also reserve the necessary space on board an ocean vessel, if the exporter desires.

The exporter may ask the freight forwarder to make arrangements with the customs broker to ensure that the goods comply with customs export documentation regulations. In addition, they may have the goods delivered to the carrier in time for loading. Freight forwarders may also prepare a bill of lading and any special required documentation. After shipment, they can forward all documents directly to the customer or to the paying bank.

In preparing your goods for international transport, you must first determine what mode of transport you will use. When shipping to Mexico and Canada, land transportation may be the preferred method of transport. Other forms of international shipments are sea and air.

Maritime shipping is almost always slower and less expensive than air. However, an exporter must factor in the additional costs of sea freight, such as surface transportation to the dock. Another factor is the time value of money: payment may not be made until the ship reaches its destination -- ocean freight can be significantly longer than air freight. Your international freight forwarder can assist in weighing the pros and cons of different modes of transportation.

Once you have decided on the best mode of transporting your goods, you must begin to compile the necessary documents.

DOCUMENTATION

Export Documentation Checklist -- Documents Prepared Before the Shipment

Commercial Invoice/Consular Invoice

After the pro-forma invoice is accepted, the exporter must prepare a commercial invoice. The commercial invoice is necessary for both the exporter and importer.

The exporter needs the commercial invoice to prove ownership and secure payment. The description of the goods on the commercial invoice must correspond exactly to the description in the letter of credit or other method of payment. There can be no exceptions.

The importer needs the commercial invoice since it is often used by Customs authorities to assess duties. For this reason, it is common practice to prepare a commercial invoice in English and in the language of the destination country. The freight forwarder can advise you when a translated copy is necessary.

Similar to a commercial invoice, a consular invoice is required by certain countries. The consular invoice must be prepared in the language of the destination country and can be obtained from the country's consulate, and often must be "consularized."

In some countries, the commercial invoice must be prepared on a special form known as a "customs invoice." Your importer may request this of you.

Export License

Export controls are based on the type of goods being shipped and their ultimate destination. Most exports do not require a license, per se. Technically, most exports are shipped under a "general" license which does not require an application.

Should your particular export be subject to export controls, then a "validated" license must be obtained. In general, your export would require a "validated" license if export of the goods would: threaten United States national security; affect certain foreign policies of the United States; or create short supply in domestic markets. Check with the U.S. Department of Commerce's (DOC's) Bureau of Export Administration (BEA) to determine if your product may be subject to export controls (see Part II, The Exporter's Directory).

Shipper's Export Declaration (SED)

The most common document used by exporters is the Shipper's Export Declaration (Form 7525-V), for mail shipments valued at more than \$500, and required for other shipments valued at more than \$2,500. In addition, a SED must be prepared for all shipments covered by an Individually Validated Export License (IVL), regardless of value. The SED enables the Bureau of the Census to monitor for statistical purposes the kinds of products being exported from the United States. The SED must be presented to the carrier before the shipment departs.

A sample SED follows:

A Shipper's Export Declaration Form 7525-V cannot be reproduced here. The form is available through the Superintendent of Documents, Government Printing Office, Washington, DC 20402 and local Customs district offices.

Three items appearing on the SED may cause confusion:

Item 14, "Schedule B Description of Commodities"

You will need to determine the official description of the commodity you are shipping by obtaining a copy of the United States government publication entitled, *Harmonized System/Schedule B Statistical Classification of Domestic and Foreign Commodities Exported from the United States* and then transfer the appropriate description onto the SED. This is available from the Government Printing Office and from most freight forwarders.

Item 21, "Validated License No./General License Symbol"

If your product for export is controlled, the "validated" license number is inserted in this space. If you are exporting under a "general license," one of eight possible "General License Symbols" must be noted. The three most commonly used symbols are:

- G-Dest (General Destination): authorizes the export of any items not requiring a validated license
- GLV (General License Limited Value): authorizes the export of a single shipment of limited-value items
- GTE (General License for Temporary Export): authorizes the export of items for trade shows, training or temporary use abroad

Item 22, ECCN (Export Control Commodity Number)

Only necessary when a "validated" license is required, the ECCN is the number assigned to your commodity from the Bureau of Export Administration's Commodity Control List. This special number must be supplied on the SED.

Shipper's Export Declaration

SED forms can be obtained through international freight forwarders, the Government Printing Office or local Customs district offices. The "Exact Way to Fill Out the Shipper's Export Declaration" is available from the Bureau of the Census, Washington, DC 20233.

Certificate of Origin (where applicable)

Although the commercial invoice may contain a statement of origin, some countries (particularly those subject to certain free trade treaties, such as Canada or the Caribbean Basin) require Certificates of Origin. Certificates of Origin allow for preferential duty rates if the exporter's country has an agreement with the importer's country to allow entry of certain products at lower tariffs.

Export Packing List

Considerably more detailed and informative than a standard domestic packing list, an export packing

list itemizes the material in each individual package and indicates the type of package: box, crate, drum, carton, etc. It shows the individual net, legal, tare and gross weights and measurements for each package (in both U.S. and metric systems). Package markings should be shown along with the shipper's and buyer's references. A copy of the packing list should be attached to the outside of a package in a waterproof envelope marked "packing list enclosed." The list is used by the shipper or forwarding agent to determine the total shipment weight and volume and whether the correct cargo is being shipped. In addition, customs officials (both U.S. and foreign) may use the list to check the cargo. The original packing list should be forwarded along with your other original documents in line with the conditions of sale.

Insurance Certificate

If the exporter is providing insurance, a certificate will be needed confirming the type and amount of coverage for the goods being shipped. Normal accepted practice for coverage is 110 percent of the CIF value. This certificate should be made in negotiable form and must be endorsed before submitting to the bank.

Inspection Certificate

Many foreign purchasers request that the seller certify that the goods being shipped meet certain specifications. This certification is usually performed by an independent inspection firm.

Documents Used During the Inland Movement of the Goods

Shipper's Instructions

As an exporter, you are responsible for providing your freight forwarder with the necessary information regarding your shipment. The more details you provide, the greater the chances of your goods moving problem free. Your freight forwarder can provide you with a commonly used form for noting instructions.

Inland Bill of Lading

Inland bills of lading document the transportation of goods between inland points and the port from where the export will emanate. Rail shipments use "waybills on rail." "Pro-forma" bills of lading are used in trucking.

Delivery Instructions

This document is prepared by the freight forwarder giving instructions to the trucking or railroad company where the goods for export are to be delivered.

Dock Receipts

This document transfers shipping obligations from the domestic to the international carrier as the shipment reaches the terminal.

Bill of Lading/Air Waybill

Bills of lading and air waybills provide evidence to title of the goods and set forth the international carrier's responsibility to transport the goods to their named destination. There are two types of ocean bills of lading used to transfer ownership:

- Straight (non-negotiable): provides for delivery of goods to the person named in the bill of lading. The bill must be marked "non-negotiable."
- Shipper's Order (negotiable): provides for delivery of goods to the person named in the bill of lading or anyone designated.

The shipper's order is used with draft or letter-of-credit shipments and enables the bank involved in the export transaction to take title to the goods if the buyer defaults. The bank does not release title to the goods to the buyer until payment is received. The bank does not release funds to the exporter until conditions of sale have been satisfied.

When using air freight, "air waybills" take the place of bills of lading. Air waybills are only issued in non-negotiable form, therefore the exporter and the bank lose title to the goods once the shipment commences. Most air waybills also contain a customs declaration form.

PACKAGING

Goods shipped for export require substantially greater handling than domestic shipments. The exporter must pack the goods to ensure that the weight and measurements are kept to a minimum, breakage is avoided, the container is theft proof, and that the goods do not suffer the stresses of ocean shipment, such as excess moisture.

In addition to proper packing, the exporter should be aware that certain markings are necessary on goods transported internationally. Some countries require that the country of origin be marked on the outside of the container, and even have regulations as to how the mark of origin should appear.

The second type of marking with which the exporter should be familiar is labeling. Food and drugs must often carry special labeling as determined by the laws of the country of destination.

Third, certain "shipping marks" must appear on the outside of the package. The weight and dimensions should be visible and any special instructions should be shown, and you may want to repeat these instructions in the language of the importer's country.

If your business is not equipped to package your goods for export, there are export packaging companies which can perform this service for you. Ask your international freight forwarder for a list of export packaging companies in your area.

Many businesses, after achieving success in exporting, or as an alternative to exporting, contemplate joint ventures or licensing agreements with foreign companies to produce goods overseas. Some companies even set up their own off-shore operations. "Strategic Alliances and Foreign Investment Opportunities" are the topic of Chapter 7.

Chapter 7

Strategic Alliances and Foreign Investment Opportunities

If your company is interested in delving further into the international trade arena, licensing, joint ventures and off-shore operations should be explored. While direct exporting may be a profitable method of market entry for some businesses, licensing to a foreign company manufacturing rights to your product or setting up a foreign manufacturing joint venture may be viable alternatives.

In comparison, setting up off-shore manufacturing operations may be a more economical way of doing business: Kansas-based Extru-Tech, Inc. is exploring this possibility:

"Because of the high cost of shipping our products and the customs duties involved, we are seriously considering setting up a manufacturing facility in the Far East, our biggest market," says Extru-Tech President Kenneth E. Matson.

This chapter will discuss the relative advantages and disadvantages of alternatives to direct exporting, how to find licensing and joint venture manufacturing partners and how to finance overseas investment.

STRATEGIC ALLIANCES

Licensing

Licensing involves a contractual arrangement whereby a company licenses the rights to certain technological know-how, design and intellectual property to a foreign company in return for royalties or other kinds of payment. This arrangement worked well for a small business exporter from Virginia:

"We export our 'Peace Frogs' T-shirts directly to Japan, but in Spain per capita income is lower, competition from domestic producers is stronger, and tariffs are high, so we licensed a Barcelona-based company the rights to manufacture our product," says Peace Frogs president Catesby Jones.

Licensing offers a small business many advantages, such as rapid entry into foreign markets and virtually no capital requirements to establish manufacturing operations abroad. Returns are usually realized more quickly than for manufacturing ventures.

The disadvantages of licensing are that control may be lost over manufacturing and marketing, and more important, that the licensee may become a competitor if too much knowledge and know-how is transferred. Take care to protect trademarks and intellectual property.

One way to help ensure that your intellectual property is protected is to secure proper patent and trademark registration. In the interim before your patent is filed, you may ask a potential licensee to sign a confidentiality and non-disclosure agreement barring the licensee from manufacturing the product itself, or having it manufactured through third parties. Make sure such agreements are not in violation of laws in the host country.

Patents should be filed with the appropriate foreign government within one year of U.S. filing, in order to obtain patent protection under the Paris Convention, the international agreement on patents. Patent rules vary from country to country, so it is important to consult a competent international patent and trademark attorney.

Licensing to a foreign company the rights to your product will require a carefully crafted licensing

agreement. Consulting an attorney is critical since rules on licensing also vary from country to country. Be careful that the agreement does not violate host country antitrust laws. Under the antitrust laws of many countries, the licensee cannot set the price at which a product will be re-sold by the licensor.

Foreign Manufacturing Joint Ventures

In contrast to licensing arrangements, foreign manufacturing joint ventures allow for the U.S. company to have a stake and management role in the foreign operation. Joint ventures require more of a direct investment than licensing and require training, management assistance and technology transfer.

Joint ventures can be equity or non-equity partnerships. Equity joint ventures are contractual arrangements with equal partners. Non-equity ventures involve the host country partner in the arrangement with a greater percentage. In some countries, a joint venture is the only way for a foreign company to set up operations. Laws often require that a certain percentage of stock belong to a citizen of the host country.

Foreign manufacturing joint ventures are risky in that geographical and cultural factors may interfere with the smooth running of operations. You will have to deal with entirely new management, located in a different country, whose first language may not be English.

Despite the drawbacks, using a foreign partner can have many benefits: the partner will have intimate knowledge of the target market and may have business and political contacts to make market entry easier.

Partner Selection Issues

Finding a suitable partner is critical to the success of any licensing or manufacturing joint venture arrangement. However, this can be a time consuming and difficult process without proper assistance. Recognizing this fact, the United States government has a special program to facilitate overseas partner selection.

The DOC Matchmaker Trade Delegations are an excellent way to make joint venture and licensee contacts. Matchmakers provide one-on-one pre-screened business appointments for U.S. companies in a foreign country. One U.S. company which was particularly successful as a result of a Matchmaker was Texas-based Made In USA:

"As a result of a Matchmaker trade mission, I was able to consummate a Finnish joint venture which resulted in \$6 million in sales," says Jan Schwenk, a principal with Made in USA, a software development company. Exports now account for 25 percent of the company's business.

A limited number of Matchmaker Trade Delegations are held each year. For companies unable to take advantage of a Matchmaker, you may consider the DOC's "Gold Key Service." For U.S. firms planning to visit a country, US&FCS overseas staff will assist in developing a market strategy, setting up orientation briefings, making introductions to potential joint venture partners, providing interpreters for meetings and helping with follow-up planning. Fees vary from country to country. The steps that can be involved in foreign partner selection are as follows:

- Contact your local DOC office. Discuss your target market and what kind of partner you are seeking. They can tell you whether a Matchmaker program fitting your needs is scheduled. If

not, they will send your request to the appropriate Foreign Commercial Service representative abroad.

- A list of potential partners will be forwarded to you. Contact each one with letter of introduction.
- After responses from potential candidates are obtained, conduct a financial and business reference check on the most qualified candidates. If you are unable to do this in-house, use a credit reporting firm.
- Make a trip abroad, either with a Matchmaker Trade Delegation or individually, to meet with potential licensees or joint venture partners.
- Having made your final selection, begin contract negotiations with the assistance of legal counsel.

Foreign Investment Opportunities

Many companies find that, as a result of exporting profitably and licensing or joint venturing the manufacture of their products abroad, it becomes a more viable method of market entry to set up off-shore production operations.

Having only exported since 1988, Z-International, a Missouri-based label manufacturer, opened a plant in Germany in 1990. The plant now employs 12 people and invoiced over DM 4,000,000 in 1991. Company president Fritz Zschietzschmann said that Z-International's initial motivation in setting up the plant was to reach the European market, but now he says, "The doors to all of Eastern Europe will be open for business."

Off-shore manufacturing requires greater investment than licensing or joint venture manufacturing, but also affords the greatest amount of control over operations. Additional factors that may induce a company to set up off-shore production include: high transportation costs, prohibitive tariffs or duties on imports, lower production costs and foreign government investment incentives, such as tax holidays.

If you are seriously considering setting up an off-shore manufacturing plant, you will need to assess whether to acquire an existing facility or to construct a new one. The key factors in this decision-making process are the legal and tax ramifications, where to set up operations, and how to finance the foreign investment. An off-shore operation may offer certain tax benefits and other inducements for your company to make an investment in their country.

Legal and Tax Implications

Much of the decision-making surrounding joint venture or off-shore manufacturing involves legal and tax issues. Some countries actively encourage and promote foreign investment. Countries receptive to, or in need of, foreign investment may have relaxed laws on kinds and amounts of foreign investments allowed and may even offer certain tax benefits.

U.S. and host country attorneys and accountants should be an integral part of the team you assemble to assess whether and where joint venture or off-shore manufacturing would be profitable for your company.

Location, Partner Selection and Financial Assistance

Foreign investment requires a substantial commitment of time and money and a certain amount of risk. Recognizing this fact, the United States government created a separate, business-oriented agency to support American investors entering the international marketplace.

Overseas Private Investment Corporation (OPIC)

OPIC is the lead agency assisting U.S. businesses interested in investment overseas.

OPIC programs are available if the project:

- is a new venture, or expansion of an existing business;
- is located in a developing country where OPIC operates (OPIC operates in 140 countries);
- will assist in the socio-economic development of the host country;
- is approved by the host government; and
- is consistent with the economic interests of the United

States and will not have a significant adverse effect on the United States economy or United States employment.

If your potential overseas investment fits these criteria, OPIC can be an extremely useful resource. OPIC offers a variety of programs, including: financing and political risk insurance to help protect your investment and several pre-investment services.

Pre-investment Assistance

OPIC sponsors investment missions to introduce U.S. businesses to key foreign private sector leaders, government officials and potential joint venture partners. Since its inception in 1975, investment missions to 45 countries have been organized.

SBA-guaranteed loans may be available to fund your company's participation in such missions.

In addition to pre-investment assistance, OPIC provides financing to assist in the setup of overseas operations and risk insurance to mitigate some of the problems associated with investment in developing countries.

Financing

Direct loans are available to ventures sponsored by, or significantly involving, U.S. small businesses or cooperatives. OPIC loans range from \$500,000 to \$6 million. Loan guarantees are also made to lending institutions in the range of \$2 million to \$25 million, but can be as large as \$50 million.

OPIC has also underwritten a number of geographic venture funds, including the Africa Growth Fund, the East European Environmental Fund and the Latin America Growth Fund. If your project fits the criteria necessary to be eligible for access these funds, you may consider applying to the specific fund for financing assistance.

Insurance

Private investors may be hesitant to undertake long-term investments abroad, given the political uncertainties of many developing nations. To alleviate these concerns, OPIC insures U.S. investments against three major types of political risks: inconvertibility, expropriation and political violence, including civil strife.

Foreign Governments

Foreign governments, particularly in developing countries, often sponsor special agencies to aid and facilitate foreign direct investment. Some examples include the Mexican Investment Board (MIB), the Portuguese Trade Commission and the Bahrain Marketing and Promotions Office. These foreign investment promotion agencies can provide detailed market information, joint venture leads and make contacts with key officials. They often maintain offices in the United States.

Some countries may also have special funds or financing arrangements to spur foreign investment in particular sectors or geographical areas. Foreign investment promotion agencies can lead you to these sources. Contact the appropriate foreign embassy in the United States for the name of the agency which can assist you.

A FINAL WORD ON GOING GLOBAL

In Chapter 3, we discussed methods of market entry with an emphasis on exporting. In this concluding chapter, we focussed on licensing, joint venture manufacturing and off-shore production as options to be considered along with, or in addition to, exporting.

How you decide to enter overseas markets will depend on a variety of factors unique to your own small business. Going global can be a challenging experience for a small business, but the rewards can be substantial. As Roger Teigen, 1991 SBA Oklahoma Exporter of the Year, put it:

"There is a certain greater adulation in winning when we win in the export market rather than when we win in the U.S. market . . . it is exciting, it is exhilarating."

Let this optimism and enthusiasm be your guide as you go global. The U.S. Small Business Administration, as well as numerous other government agencies at the state and federal level, support and encourage your entry into the international arena. There are a multitude of programs and a worldwide staff to assist you.

PART 2

The Exporter's Directory

Section 1

U.S. Small Business Administration

Smaller firms seeking to participate in the international realm are faced with challenges such as finding

overseas markets, dealing with the initial complexities of exporting and financing export sales. The U.S. Small Business Administration (SBA) offers aid to current and potential small or minority exporters through two major programs: 1) business development assistance and 2) financial assistance. These programs are directed by the SBA's Office of International Trade in Washington, DC, and administered through the SBA's network of field offices around the country.

Office of International Trade

U.S. Small Business Administration
409 Third Street, S.W.
Washington, D.C. 20416
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FAX: 202/205-7272

ALABAMA

U.S. Small Business Administration
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ALASKA

U.S. Small Business Administration
222 West Eighth Avenue, Suite 67
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ARIZONA

U.S. Small Business Administration
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U.S. Small Business Administration
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ARKANSAS

U.S. Small Business Administration
2120 Riverfront Drive, Suite 100
Little Rock, AR 72202
Phone: 501/324-5278
FAX: 501/324-5199

**CALIFORNIA
REGION IX OFFICE**

U.S. Small Business Administration
71 Stevenson Street
San Francisco CA 94105-2939
Phone: 415/744-6432
FAX: 415/744-6435

U.S. Small Business Administration
2719 North Air Fresno Drive
Suite 107
Fresno, CA 93727-1547
Phone: 209/487-5605
FAX: 209/487-5636

U.S. Small Business Administration
330 North Brand Boulevard, Suite 1200
Glendale, CA 91203-2304
Phone: 818/552-3210
FAX: 818/

U.S. Small Business Administration
660 J Street, Suite 215
Sacramento, CA 95814-2413
Phone: 916/551-1440
FAX: 916/551-1439

U.S. Small Business Administration
880 Front Street, #4-S-29
San Diego, CA 92188-0270
Phone: 619/557-7269
FAX: 619/557-5894

U.S. Small Business Administration
211 Main Street, Fourth Floor
San Francisco, CA 94105-1988
Phone: 415/744-6771
FAX: 415/744-6812

U.S. Small Business Administration
901 West Civic Center Drive, Suite 160 Santa Ana, CA 92703-2352
Phone: 714/836-2494
FAX: 714/836-2528

U.S. Small Business Administration
6477 Telephone Road, Suite 10
Ventura, CA 93003-4459
Phone: 805/642-1866
FAX: 805/642-9638

COLORADO

REGION VIII OFFICE

U.S. Small Business Administration
633 - 17th Street
7th Floor North
Denver, CO 80202-2395
Phone: 303/294-7072
FAX: 303/294-7153

U.S. Small Business Administration
721 19th Street, Fourth Floor
Denver, CO 80202-2599
Phone: 303/844-3984
FAX: 303/844-6539

CONNECTICUT

U.S. Small Business Administration
330 Main Street, Second Floor
Hartford, CT 06106
Phone: 203/240-4700

DELAWARE

U.S. Small Business Administration
920 North King Street, Suite 412
Wilmington, DE 19801
Phone: 302/573-6295
FAX: 302/573-6060

DISTRICT OF COLUMBIA

U.S. Small Business Administration
1110 Vermont Avenue, N.W.,
Suite 900
P.O. Box 34500
Washington, D.C. 20005
Phone: 202/606-4000
FAX: 202/606-4225

FLORIDA

U.S. Small Business Administration
1320 South Dixie Highway, Suite 501
Coral Gables, FL 33146
Phone: 305/536-5521
FAX: 305/536-5058

U.S. Small Business Administration
7825 Baymeadows Way, Suite 100B
Jacksonville, FL 32256-7504
Phone: 904/443-1910
FAX: 904/443-1980

U.S. Small Business Administration
501 East Polk Street, Suite 104
Tampa, FL 33602-3945
Phone: 813/228-2594
FAX: 813/228-2111

GEORGIA
REGION IV OFFICE

U.S. Small Business Administration
1375 Peachtree Street, N.E., Fifth Floor Atlanta, GA 30367-8102
Phone: 404/347-2797
FAX: 404/347-2355

U.S. Small Business Administration
1720 Peachtree Road N.W., Suite 600
Atlanta, GA 30309
Phone: 404/347-2441
FAX: 404/347-4745

U.S. Small Business Administration
52 North Main Street, Room 225
Statesboro, GA 30458
Phone: 912/489-8719
FAX: 912/233-0712

GUAM

U.S. Small Business Administration
238 Archbishop F.C. Flores Street, Room 508 Agana, GU 96910
Phone: 671/472-7277
FAX: 200/550-7365

HAWAII

U.S. Small Business Administration
300 Ala Moana Boulevard, Room 2213
P.O. Box 50207 Honolulu, HI 96850
Phone: 808/541-2973
FAX: 808/541-2976

IDAHO

U.S. Small Business Administration
1020 Main Street, Suite 290
Boise, ID 83702
Phone: 208/334-1782
FAX: 208/334-9353

ILLINOIS
REGION V OFFICE

U.S. Small Business Administration

300 South Riverside Plaza, Suite 1975
Chicago, IL 60606-6617
Phone: 312/353-5000
FAX: 312/353-3426

U.S. Small Business Administration
500 West Madison, Suite 1250
Chicago, IL 60661
Phone: 312/353-5429
FAX: 312/886-5108

U.S. Small Business Administration
511 West Capitol Street, Third Floor
Springfield, IL 62701
Phone: 217/492-4232
FAX: 217/492-4867

INDIANA

U.S. Small Business Administration
429 North Pennsylvania Street, Room 100 Indianapolis, IN 46204-1873
Phone: 317/226-7269
FAX: 317/226-7259

IOWA

U.S. Small Business Administration
373 Collins Road, N.E., Room 100
Cedar Rapids, IA 52402-3147
Phone: 319/393-2571
FAX: 319/393-7585

U.S. Small Business Administration
210 Walnut Street, Suite 749
Des Moines, IA 50309
Phone: 515/284-4026
FAX: 515/284-4572

KANSAS

U.S. Small Business Administration
100 East English Street, Suite 510
Wichita, KS 67202
Phone: 316/269-6273
FAX: 316/269-6499

KENTUCKY

U.S. Small Business Administration
600 Martin Luther King Jr. Place, Room 188 Louisville, KY 40202
Phone: 502/582-5971
FAX: 502/582-5009

LOUISIANA

U.S. Small Business Administration
1661 Canal Street, Suite 2000
New Orleans, LA 70112
Phone: 504/589-6685
FAX: 504/589-2339

U.S. Small Business Administration
500 Fannin Street, Room 8A-08
Shreveport, LA 75670
Phone: 903/935-5257
FAX: 903/935-5258

MAINE

U.S. Small Business Administration
40 Western Avenue, Room 512
Augusta, ME 04330
Phone: 207/622-8378
FAX: 207/622-8277

MARYLAND

U.S. Small Business Administration
10 South Howard Street, Room 608
Baltimore, MD 21202
Phone: 410/962-2235
FAX: 410/962-1805

**MASSACHUSETTS
REGION I OFFICE**

U.S. Small Business Administration
155 Federal Street, Ninth Floor
Boston, MA 02110
Phone: 617/451-2023
FAX: 617/565-8695

U.S. Small Business Administration
10 Causeway Street, Room 265
Boston, MA 02222-1093
Phone: 617/565-5590
FAX: 617/565-5598

U.S. Small Business Administration
1550 Main Street, Room 212
Springfield, MA 01103
Phone: 413/785-0268
FAX: 413/785-0267

MICHIGAN

U.S. Small Business Administration
477 Michigan Avenue, Room 515
Detroit, MI 48226
Phone: 313/226-6075
FAX: 313/226-4769

U.S. Small Business Administration
300 South Front Street
Marquette, MI 49855
Phone: 906/225-1108
FAX: 906/225-1109

MINNESOTA

U.S. Small Business Administration
100 North Sixth Street, Suite 610-C
Minneapolis, MN 55403
Phone: 612/370-2343
FAX: 612/370-2303

MISSISSIPPI

U.S. Small Business Administration
One Hancock Plaza, Suite 1001
Gulfport, MS 39501-7758
Phone: 601/863-4449
FAX: 601/863-0179

U.S. Small Business Administration
101 West Capital Street, Suite 400
Jackson, MS 39201
Phone: 601/965-4384
FAX: 601/965-4294

MISSOURI REGION VII OFFICE

U.S. Small Business Administration
911 Walnut Street, 13th Floor
Kansas City, MO 64106
Phone: 816/426-7762
FAX: 816/426-5559

U.S. Small Business Administration
Lucas Place
323 West Eighth Street, Suite 501
Kansas City, MO 64105
Phone: 816/374-5868
FAX: 816/374-6759

U.S. Small Business Administration
815 Olive Street, Room 242

St. Louis, MO 63101
Phone: 314/539-6600
FAX: 314/539-3785

U.S. Small Business Administration
620 South Glenstone, Suite 110
Springfield, MO 65802
Phone: 417/864-7670
FAX: 417/864-4108

MONTANA

U.S. Small Business Administration
301 South Park, Room 528, Drawer 10054 Helena, MT 59626
Phone: 406/449-5381
FAX: 406/449-5474

NEBRASKA

U.S. Small Business Administration
11145 Mill Valley Road
Omaha, NE 68154
Phone: 402/221-3604
FAX: 402/221-3680

NEVADA

U.S. Small Business Administration
301 East Stewart Street, Room 301
Las Vegas, NV 89125-2527
Phone: 702/388-6611
FAX: 702/388-6469

U.S. Small Business Administration
50 South Virginia Street, Room 238
Reno, NV 89505-3216
Phone: 702/784-5268
FAX: 702/784-5069

NEW HAMPSHIRE

U.S. Small Business Administration
143 North Main Street, Suite 202
Concord, NH 03301-1257
Phone: 603/225-1400
FAX: 603/225-1409

NEW JERSEY

U.S. Small Business Administration
Military Park Building, Fourth Floor
60 Park Place
Newark, NJ 07102
Phone: 201/645-2434

FAX: 210/645-6265

U.S. Small Business Administration
2600 Mt. Ephrain Avenue
Camden, NJ 08104
Phone: 609/757-5183
FAX: 609/757-5335

NEW MEXICO

U.S. Small Business Administration
625 Silver Avenue, S.W., Third Floor
Albuquerque, NM 87102
Phone: 505/766-1870
FAX: 505/766-1057

NEW YORK REGION II OFFICE

U.S. Small Business Administration
26 Federal Plaza, Room 31-08
New York, NY 10278
Phone: 212/264-1450
FAX: 212/264-0900

U.S. Small Business Administration
Clinton and Pearl
Albany, NY 12207
Phone: 518/472-6300
FAX: 518/472-7138

U.S. Small Business Administration
111 West Huron Street, Suite 1311
Buffalo, NY 14202
Phone: 716/846-4301
FAX: 716/846-4418

U.S. Small Business Administration
333 East Water Street
Elmira, NY 14901
Phone: 607/734-8130
FAX: 607/734-4656

U.S. Small Business Administration
35 Pinelawn Road, Room 102E
Melville, NY 11747
Phone: 516/454-0750
FAX: 516/454-0769

U.S. Small Business Administration
100 State Street, Room 410

Rochester, NY 14614
Phone: 716/263-6700
FAX: 716/263-3146

U.S. Small Business Administration
100 South Clinton Street, Room 1071
Syracuse, NY 13260
Phone: 315/423-5383
FAX: 315/423-5370

NORTH CAROLINA

U.S. Small Business Administration
200 North College Street, Suite A2015
Charlotte, NC 28202-2137
Phone: 704/344-6587
FAX: 704/344-6769

NORTH DAKOTA

U.S. Small Business Administration
657 Second Avenue North, Room 218
P.O. Box 3086
Fargo, ND 58108
Phone: 701/239-5131
FAX: 701/239-5645

OHIO

U.S. Small Business Administration
Federal Building, Suite 850
525 Vine Street
Cincinnati, OH 45202
Phone: 513/684-2814
FAX: 513/684-3251

U.S. Small Business Administration
1111 Superior Avenue, Suite 630
Cleveland, OH 44114-2507
Phone: 216/522-8236
FAX: 216/522-2038

U.S. Small Business Administration
2 Nationwide Plaza, Suite 1400
Columbus, OH 43215-2542
Phone: 614/469-6860
FAX: 614/469-2391

OKLAHOMA

U.S. Small Business Administration
200 Northwest Fifth Street, Suite 670
Oklahoma City, OK 73102

Phone: 405/231-4301

FAX: 405/231-4876

OREGON

U.S. Small Business Administration
222 S.W. Columbia Street, Suite 500
Portland, OR 97201-6605

Phone: 503/326-2682

FAX: 503/326-2808

PENNSYLVANIA REGION III OFFICE

U.S. Small Business Administration
475 Allendale Road, Suite 201
King of Prussia, PA 19406

Phone: 215/962-3700

FAX: 215/962-3743

U.S. Small Business Administration
100 Chesnut Street, Room 309
Harrisburg, PA 17101

Phone: 717/782-3840

FAX: 717/782-4839

U.S. Small Business Administration
960 Penn Avenue, Fifth Floor
Pittsburgh, PA 15222

Phone: 412/644-2780

FAX: 412/644-5446

U.S. Small Business Administration
20 North Pennsylvania Avenue, Room 2327 Wilkes-Barre, PA 18702

Phone: 717/826-6497

FAX: 717/826-6287

PUERTO RICO

U.S. Small Business Administration
Carlos Chardon Avenue, Room 691
Hato Rey, PR 00918

Phone: 809/766-5572

FAX: 809/766-5309

RHODE ISLAND

U.S. Small Business Administration
380 Westminister Mall, Fifth Floor
Providence, RI 02903

Phone: 401/528-4561

FAX: 401/528-4539

SOUTH CAROLINA

U.S. Small Business Administration
1835 Assembly Street, Room 358
P.O. Box 2786
Columbia, SC 29201
Phone: 803/765-5298
FAX: 803/765-5962

SOUTH DAKOTA

U.S. Small Business Administration
101 Main Avenue, Suite 101
Sioux Falls, SD 57102
Phone: 605/330-4231
FAX: 605/330-4215

TENNESSEE

U.S. Small Business Administration
50 Vantage Way, Suite 201
Nashville, TN 37228-1504
Phone: 615/736-5039
FAX: 615/736-7232

TEXAS**REGION VI OFFICE**

U.S. Small Business Administration
8625 King George Drive, Building C
Dallas, TX 75235-3391
Phone: 214/767-7659
FAX: 214/767-7870

U.S. Small Business Administration
300 East Eighth Street, Room 520
Austin, TX 78701
Phone: 512/482-5288
FAX: 512/482-5290

U.S. Small Business Administration
Wilson Tower
606 North Carancahus, Suite 1200
Corpus Christi, TX 78476
Phone: 512/888-3331
FAX: 512/888-3418

U.S. Small Business Administration
10737 Gateway West, Suite 320
El Paso, TX 79935
Phone: 915/540-5676
FAX: 915/540-5636

U.S. Small Business Administration
4300 Amon Carter Boulevard, Suite 114
Ft. Worth, TX 76155
Phone: 817/885-6504
FAX: 817/885-6516

U.S. Small Business Administration
222 East Van Buren, Suite 500
Harlingen, TX 78550
Phone: 210/427-8533
FAX: 210/427-8537

U.S. Small Business Administration
9301 Southwest Freeway, Suite 550
Houston, TX 77074
Phone: 713/773-6500
FAX: 713/773-6550

U.S. Small Business Administration
1611 10th Street, Suite 200
Lubbock, TX 79401
Phone: 806/743-7462
FAX: 806/743-7487

U.S. Small Business Administration
505 East Travis, Room 103
Marshall, TX 75670
Phone: 903/935-5257
FAX: 903/935-5258

U.S. Small Business Administration
7400 Blanco Road, Suite 200
San Antonio, TX 78216
Phone: 210/229-4501
FAX: 210/229-4556

UTAH

U.S. Small Business Administration
125 South State Street, Room 2237
Salt Lake City, UT 84138-1195
Phone: 801/524-3215
FAX: 801/524-4160

VERMONT

U.S. Small Business Administration
87 State Street, Room 205
Montpelier, VT 05602
Phone: 802/828-4422

FAX: 802/828-4485

VIRGIN ISLANDS

U.S. Small Business Administration
4200 United Shopping Plaza, Suite 7
Christiansted
St. Croix, VI 00820-4487
Phone: 809/778-5380
FAX: 809/778-1012

U.S. Small Business Administration
Federal Office Building, Room 210
Veterans Drive
St. Thomas, VI 00802
Phone: 809/774-8530
FAX: 809/774-2312

VIRGINIA

U.S. Small Business Administration
400 North Eighth Street, Room 3015
P.O. Box 10126
Richmond, VA 23240
Phone: 804/771-2400
FAX: 804/771-8018

**WASHINGTON
REGION X OFFICE**

U.S. Small Business Administration
2615 Fourth Avenue, Room 440
Seattle, WA 98121
Phone: 206/553-5676
FAX: 206/553-4155

U.S. Small Business Administration
915 Second Avenue, Room 1792
Seattle, WA 98174-1088
Phone: 206/220-6520
FAX: 206/220-6570

U.S. Small Business Administration
Farm Credit Building, 10th Floor, East West 601 First Avenue
Spokane, WA 99204-0317
Phone: 509/353-2806
FAX: 509/353-2329

WEST VIRGINIA

U.S. Small Business Administration
168 West Main St., Fifth Floor
Clarksburg, WV 26301

Phone: 304/623-5631
FAX: 304/623-0023

U.S. Small Business Administration
550 Eagan Street, Suite 309
Charleston, WV 25301
Phone: 304/347-5220
FAX: 304/347-5350

WISCONSIN

U.S. Small Business Administration
212 East Washington Avenue, Room 213
Madison, WI 53703
Phone: 608/264-5542
FAX: 608/264-5541

U.S. Small Business Administration
310 West Wisconsin Avenue, Suite 400
Milwaukee, WI 53203
Phone: 414/297-1231
FAX: 414/297-1377

WYOMING

U.S. Small Business Administration
100 East B Street, Room 4001
P.O. Box 2839
Casper, WY 82602-2839
Phone: 307/261-5761
FAX: 307/261-5499

U.S. Department of Commerce
14th & Constitution Avenue, N.W. Room 3850
Washington, D.C. 20230
Phone: 202/482-2867
FAX: 202/482-5933

U.S. DEPARTMENT OF COMMERCE

The U.S. Department of Commerce (DOC) encourages, serves and promotes the nation's international trade, economic growth and technological advancement. Within DOC, the International Trade Administration (ITA) promotes world trade and is the official U.S. government organization that coordinates all issues concerning trade development, international economic policy and programs and trade administration.

ITA units include: 1) country experts, 2) industry experts and 3) domestic and overseas commercial officers.

INTERNATIONAL TRADE ADMINISTRATION
U.S. Department of Commerce

14th & Constitution Avenue, N.W. Room 3850
Washington, D.C. 20230
Phone: 202/482-2867
FAX: 202/482-5933

INTERNATIONAL ECONOMIC POLICY OFFICES

Office of Africa
U.S. Department of Commerce
Room 3317, HCH Building
14th & Constitution Avenue, N.W.
Washington, D.C. 20230
Phone: 202/482-2175

Office of the Near East
U.S. Department of Commerce
Room 2039, HCH Building
14th & Constitution Avenue, N.W.
Washington, D.C. 20230
Phone: 202/482-4441
FAX: 202/482-0778

Office of South Asia
U.S. Department of Commerce
Room 2031, HCH Building
14th & Constitution Avenue, N.W.
Washington, D.C. 20230
Phone: 202/482-2954
FAX: 202/482-3550

Office of Western Europe
U.S. Department of Commerce
Room 3043, HCH Building
14th & Constitution Avenue, N.W.
Washington, D.C. 20230
Phone: 202/482-5341
FAX: 202/482-2897

Office of European Community Affairs
U.S. Department of Commerce
Room 3036, HCH Building
14th & Constitution Avenue, N.W.
Washington, D.C. 20230
Phone: 202/482-5276
FAX: 202/482-2155

Office of Eastern Europe, Russia and Independent States
U.S. Department of Commerce
Room 3413, HCH Building

14th & Constitution Avenue, N.W.
Washington, D.C. 20230
Phone: 202/482-1104
FAX: 202/482-4505

Office of Latin America
U.S. Department of Commerce
Room 3Q25, HCH Building
14th & Constitution Avenue, N.W.
Washington, D.C. 20230
Phone: 202/482-2436
FAX: 202/482-4726

Latin America/Caribbean Business Development Center
Room 3203, HCH Building
14th & Constitution Avenue, N.W.
Washington, D.C. 20230
Phone: 202/482-0841
FAX: 202/482-5933

Office of Canada
U.S. Department of Commerce
Room 3033, HCH Building
14th & Constitution Avenue, N.W.
Washington, D.C. 20230
Phone: 202/482-3101
FAX: 202/482-3718

Office of Mexico
U.S. Department of Commerce
Room 3826, HCH Building
14th & Constitution Avenue, N.W.
Washington, D.C. 20230
Phone: 202/482-0300
FLASH FACTS: 202/482-4464
FAX: 202/482-5865

Office of China, Hong Kong and Mongolia
U.S. Department of Commerce
Room 2317, HCH Building
14th & Constitution Avenue, N.W.
Washington, D.C. 20230
Phone: 202/482-5527
FAX: 202/482-1576

Office of the Pacific Basin
U.S. Department of Commerce
Room 3820, HCH Building

14th & Constitution Avenue, N.W.
Washington, D.C. 20230
Phone: 202/482-4008
FAX: 202/482-4760

Deputy Assistant Secretary for Japan
U.S. Department of Commerce
Room 2318, HCH Building
14th & Constitution Avenue, N.W.
Washington, D.C. 20230
Phone: 202/482-4527
FAX: 202/482-0469

U.S. DEPARTMENT OF COMMERCE COUNTRY DESK OFFICERS

Commerce Department Desk Officers are a source for information on trade potential for U.S. products in specific countries. Desk officers collect information on country's regulations, tariffs, business practices, economic and political developments, market size and growth and trade data.

U.S. Department of Commerce
14th and Constitution Avenue, N.W.
Washington, D.C. 20230

Phone (202)
Room
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Country

Afghanistan

Albania

Algeria

Angola

Antigua and Barbuda

Anguilla

Argentina

Aruba

Armenia

Azerbaijan

Australia

Austria

Bahamas

Bahrain

Baltic States

Bangladesh

Barbados

Belarus

Belgium

Belize

Benin

Bermuda

Bhutan

Bolivia

Botswana

Brazil

Brunei

Bulgaria

Burkina Faso

Burma

Burundi

Cambodia
Cameroon
Canada
Cape Verde
Caymans
Central African Republic
Chad
Chile
China
Colombia
Comoro-Islands
Congo
Costa Rica
Cuba
Cyprus
Czechoslovakia
Denmark
Djibouti
Dominica
Dominican Republic
Ecuador
Egypt
El Salvador
Equatorial Guinea
Estonia
Ethiopia
European Community
Finland
France
Gabon
Gambia
Georgia
Germany
Ghana
Greece

Grenada
Guadeloupe
Guatemala
Guinea
Guinea-Bissau
Guyana
Haiti
Honduras
Hong Kong
Hungary
Iceland
India
Indonesia
Iran
Iraq
Ireland
Israel
Italy
Ivory Coast
Jamaica
Japan
Jordan
Kazakhstan
Kenya
Korea
Kuwait
Kyrgyzstan
Laos
Lebanon
Lesotho
Liberia
Libya
Luxembourg
Macao
Madagascar
Malawi

Malaysia
Maldives
Mali
Malta
Martinique
Mauritania
Mauritius
Mexico
Moldova
Mongolia
Montserrat
Morocco
Mozambique
Namibia
Nepal
Netherlands
Netherlands Antilles
New Zealand
Nicaragua
Niger
Nigeria
Norway
Oman
Pacific Islands
Pakistan
Panama
Paraguay
People's Rep of China
Peru
Philippines
Poland
Portugal
Puerto Rico
Qatar
Romania

Rwanda
Russia
Sao Tom, & Principe
Saudi Arabia
Senegal
Seychelles
Sierra Leone
Singapore
Somalia
South Africa
Spain
Sri Lanka
St. Barthelemy
St. Kitts- Nevis
St. Lucia
St. Martin
St. Vincent- Grenadines
Sudan
Suriname
Swaziland
Sweden
Switzerland
Syria
Taiwan
Tajikistan
Tanzania
Thailand
Togo
Trinidad & Tobago
Tunisia
Turkey
Turks & Caicos Islands
Turkmenistan
Uganda
Ukraine
United Arab Emirates

United Kingdom

Uruguay

Uzbekistan

Venezuela

Vietnam

Virgin Islands (UK)

Virgin Islands (US)

Yemen, Rep. of

Yugoslavia

Zaire

Zambia

Zimbabwe

TRADE DEVELOPMENT

Trade Development Industry Officers work with businesses and associations to identify trade opportunities and obstacles by product or service, industry sector and market. They develop export marketing plans and programs as well as conduct trade missions, trade fairs, marketing seminars and business counseling.

Trade Development

U.S. Department of Commerce, Room 3832

14th & Constitution Avenue, N.W.

Washington, D.C. 20230

Phone: 202/482-1461

FAX: 202/482-5697

TRADE DEVELOPMENT INDUSTRY UNITS

TECHNOLOGY AND AEROSPACE INDUSTRIES

U.S. Department of Commerce

Room 2130

14th & Constitution Avenue, N.W.

Washington, D.C. 20230

Phone: 202/482-1872

FAX: 202/482-3383

BASIC INDUSTRIES

U.S. Department of Commerce

Room 4043

14th & Constitution Avenue, N.W.

Washington, D.C. 20230

Phone: 202/482-0614

FAX: 202/482-5666

SERVICE INDUSTRIES & FINANCE

U.S. Department of Commerce

Room 1128A

14th & Constitution Avenue, N.W.
Washington, D.C. 20230
Phone: 202/482-5261
FAX: 202/482-4775

TEXTILES, APPAREL & CONSUMER GOODS

U.S. Department of Commerce
Room 3100
14th & Constitution Avenue, N.W.
Washington, D.C. 20230
Phone: 202/482-3737
FAX: 202/482-2331

In addition to the major industry sectors, cross-sectoral units provide statistical data and analyses useful in export development and coordinate Trade Development's overall export promotion efforts.

OFFICE OF TRADE & ECONOMIC ANALYSIS

U.S. Department of Commerce
Room 2815
14th & Constitution Avenue, N.W.
Washington, D.C. 20230
Phone: 202/482-5145
FAX: 202/482-5697

OFFICE OF EXPORT PROMOTION COORDINATION

U.S. Department of Commerce
Room 2001
14th & Constitution Avenue, N.W.
Washington, D.C. 20230
Phone: 202/482-4501
FAX: 202/482-5697

ITA/US&FCS DISTRICT OFFICES

The US&FCS oversees 47 district offices and 21 branch offices in cities throughout the United States. ITA trade specialists can provide export counseling, export programs and assistance through 51 District Export Councils nationwide comprised of nearly 1,800 business and trade experts who volunteer to help U.S. firms export.

ALABAMA

U.S. Department of Commerce
ITA/US&FCS District Office
2015 Second Avenue, North, Room 302
Birmingham, AL 35203
Phone: 205/731-1331
FAX: 205/731-0076

ALASKA

U.S. Department of Commerce

ITA/US&FCS District Office
World Trade Center Alaska, Suite 319
4201 Tudor Center Drive
Anchorage, AK 99508-5916
Phone: 907/271-6237
FAX: 907/271-6242

ARIZONA

U.S. Department of Commerce
ITA/US&FCS District Office
230 North First Avenue, Room 3412
Phoenix, AZ 85025
Phone: 602/379-3285
FAX: 602/379-4324

ARKANSAS

U.S. Department of Commerce
ITA/US&FCS District Office
425 West Capitol Avenue, Suite 700
Little Rock, AR 72201
Phone: 501/324-5794
FAX: 501/324-7380

CALIFORNIA

U.S. Department of Commerce
ITA/US&FCS District Office
11000 Wilshire Boulevard, Room 9200
Los Angeles, CA 90024
Phone: 310/575-7105
FAX: 310/575-7220

U.S. Department of Commerce
ITA/US&FCS District Office
6363 Greenwich Drive, Suite 230
San Diego, CA 92122
Phone: 619/557-5395
FAX: 619/557-6176

U.S. Department of Commerce
ITA/US&FCS District Office
250 Montgomery Street, 14th Floor
San Francisco, CA 94104
Phone: 415/705-2310
FAX: 415/705-2297

U.S. Department of Commerce
ITA/US&FCS District Office
3330 Irvine Avenue, Suite 305
Newport Beach, CA 92660-3198

Phone: 714/660-1688
FAX: 714/660-8039

COLORADO

U.S. Department of Commerce
ITA/US&FCS District Office
1625 Broadway, Suite 680
Denver, CO 80202
Phone: 303/844-3246
FAX: 303/844-5651

CONNECTICUT

U.S. Department of Commerce
ITA/US&FCS District Office
450 Main Street, Room 610 B
Hartford, CT 06103
Phone: 203/240-3530
FAX: 203/240-3473

DELAWARE

(Delaware serviced by Philadelphia ITA office) U.S. Department of Commerce
ITA/US&FCS District Office
475 Allendale Road, Suite 202
King of Prussia, PA 19406
Phone: 215/951-4980
FAX: 215/951-7959

DISTRICT OF COLUMBIA

(D.C. serviced by Gaithersburg, MD ITA office) U.S. Department of Commerce
ITA/US&FCS District Office
c/o National Institute of Standards and Technology Room A102, Building 411
Gaithersburg, MD 20899
Phone: 301/975-3904
FAX: 301/948-4360

FLORIDA

U.S. Department of Commerce
ITA/US&FCS Branch Office
107 West Gaines Street, Room 366G
Tallahassee, FL 32399-2000
Phone: 904/486-6469
FAX: 904/487-1407

U.S. Department of Commerce
ITA/US&FCS District Office
224 Federal Building
51 SW First Avenue
Miami, FL 33130
Phone: 305/536-5268

FAX: 305/536-4765

U.S. Department of Commerce
ITA/US&FCS Branch Office
128 North Osceola Avenue
Clearwater, FL 34617
Phone: 813/461-0011
FAX: 813/449-2889

U.S. Department of Commerce
ITA/US&FCS Branch Office
200 East Robinson Street, Suite 695
Orlando, FL 32801
Phone: 407/648-6235
FAX: 407/648-6756

GEORGIA

U.S. Department of Commerce
ITA/US&FCS District Office
4360 Chamblee-Dunwoody Road
Suite 310
Atlanta, GA 30341
Phone: 404/452-9101
FAX: 404/452-9105

U.S. Department of Commerce
ITA/US&FCS District Office
Room A-107120 Bernard Street
Savannah, GA 31401
Phone: 912/652-4204
FAX: 912/652-4241

HAWAII

U.S. Department of Commerce
ITA/US&FCS District Office
4106 Federal Building
300 Ala Moana Boulevard
Honolulu, HI 96850
Phone: 808/541-1782
FAX: 808/541-3435

IDAHO

U.S. Department of Commerce
ITA/US&FCS District Office
700 West State Street, Second Floor
Boise, ID 83720
Phone: 208/334-3857
FAX: 208/334-2787

ILLINOIS

U.S. Department of Commerce
ITA/US&FCS District Office
55 East Monroe Street, Room 1406
Chicago, IL 60603
Phone: 312/353-4450
FAX: 312/886-8025

U.S. Department of Commerce
ITA/US&FCS District Office
Illinois Institute of Technology
201 East Loop Drive
Wheaton, IL 60187
Phone: 312/353-4332
FAX: 312/353-4336

U.S. Department of Commerce
ITA/US&FCS District Office
515 North Court Street
P.O. Box 1747
Rockford, IL 61110-C247
Phone: 815/987-8123
FAX: 815/987-8122

INDIANA

U.S. Department of Commerce
ITA/US&FCS District Office
Penn Wood, Suite 106
11405 North Penn Street
Carmel, IN 46032
Phone: 317/582-2300
FAX: 317/582-2301

IOWA

U.S. Department of Commerce
ITA/US&FCS District Office
210 Walnut Street, Suite 817
Des Moines, IA 50309
Phone: 515/284-4222
FAX: 515/284-402

KANSAS

U.S. Department of Commerce
ITA/US&FCS District Office
151 North Volusia
Wichita, KS 67214-4695
Phone: 316/269-6160
FAX: 316/683-7326

KENTUCKY

U.S. Department of Commerce
ITA/US&FCS District Office
601 West Broadway, Room 636B
Louisville, KY 40202
Phone: 502/582-5066
FAX: 502/582-6573

LOUISIANA

U.S. Department of Commerce
ITA/US&FCS District Office
Two Canal Street
431 World Trade Center
New Orleans, LA 70130
Phone: 504/589-6546
FAX: 504/586-2337

MAINE

U.S. Department of Commerce
ITA/US&FCS District Office
77 Sewall Street
Augusta, ME 04330
Phone: 207/622-8249
FAX: 207/626-9156

MARYLAND

U.S. Department of Commerce
ITA/US&FCS District Office
431 U.S. Customhouse
40 South Gay Street
Baltimore, MD 21202
Phone: 410/962-3560
FAX: 410/962-7813

U.S. Department of Commerce
ITA/US&FCS District Office
c/o National Institute of Standards and Technology Room A102, Building 411
Gaithersburg, MD 20899
Phone: 301/975-3904
FAX: 301/948-4360

MASSACHUSETTS

U.S. Department of Commerce
ITA/US&FCS District Office
307 World Trade Center
Boston, MA 02210
Phone: 617/565-8563
FAX: 617/565-8530

MICHIGAN

U.S. Department of Commerce
ITA/US&FCS District Office
1140 McNamara Building
477 Michigan Avenue
Detroit, MI 48226
Phone: 313/226-3650
FAX: 313/226-3657

U.S. Department of Commerce
ITA/US&FCS District Office
300 Monroe N.W.
Grand Rapids, MI 49503
Phone: 616/456-2411
FAX: 616/456-2695

MINNESOTA

U.S. Department of Commerce
ITA/US&FCS District Office
110 South Fourth Street, Suite 108
Minneapolis, MN 55401
Phone: 612/348-1638
FAX: 612/348-1650

MISSISSIPPI

U.S. Department of Commerce
ITA/US&FCS District Office
201 W. Capitol Street, Suite 310
Jackson, MS 39201-2005
Phone: 601/965-4388
FAX: 601/965-5386

MISSOURI

U.S. Department of Commerce
ITA/US&FCS District Office
8182 Maryland Avenue, Suite 303
St. Louis, MO 63105
Phone: 314/425-3305
FAX: 314/425-3381

U.S. Department of Commerce
ITA/US&FCS District Office
601 East 12th Street, Room 635
Kansas City, MO 64106
Phone: 816/426-3141
FAX: 816/426-3140

MONTANA

(Montana served by the Portland ITA Office) U.S. Department of Commerce
ITA/US&FCS District Office
One World Trade Center, Suite 242
121 SW Salmon Street
Portland, OR 97204
Phone: 503/326-3001
FAX: 503/326-6351

NEBRASKA

U.S. Department of Commerce
ITA/US&FCS District Office
11133 O Street
Omaha, NE 68137
Phone: 402/221-3664
FAX: 402/221-3668

NEVADA

U.S. Department of Commerce
ITA/US&FCS District Office
1755 East Plumb Lane, #152
Reno, NV 89502
Phone: 702/784-5203
FAX: 702/784-5343

NEW HAMPSHIRE

(N.H. serviced by the Boston ITA Office) U.S. Department of Commerce
ITA/US&FCS District Office
307 World Trade Center
Boston, MA 02210
Phone: 617/565-8563
FAX: 617/565-8530

NEW JERSEY

U.S. Department of Commerce
ITA/US&FCS District Office
3131 Princeton Pike
Building #6, Suite 100
Trenton, NJ 08648
Phone: 609/989-2100
FAX: 609/989-2395

NEW MEXICO

U.S. Department of Commerce
ITA/US&FCS District Office
625 Silver Avenue SW, Third Floor
Albuquerque, NM 87102
Phone: 505/766-2070
FAX: 505/766-1057

NEW YORK

U.S. Department of Commerce
ITA/US&FCS District Office
26 Federal Plaza, Room 3718
New York, NY 10278
Phone: 212/264-0634
FAX: 212/264-1356

U.S. Department of Commerce
ITA/US&FCS District Office
111 West Huron Street, Suite 1312
Buffalo, NY 14202
Phone: 716/846-4191
FAX: 716/846-5290

U.S. Department of Commerce
ITA/US&FCS District Office
111 East Avenue, Suite 220
Rochester, NY 14604
Phone: 716/263-6480
FAX: 716/325-6505

NORTH CAROLINA

U.S. Department of Commerce
ITA/US&FCS District Office
400 West Market Street
Greensboro, NC 27401
Phone: 919/333-5345
FAX: 919/333-5158

OHIO

U.S. Department of Commerce
ITA/US&FCS District Office
9504 Federal Building
550 Main Street
Cincinnati, OH 45202
Phone: 513/684-2944
FAX: 513/684-3200

U.S. Department of Commerce
ITA/US&FCS District Office
668 Euclid Avenue, Room 600
Cleveland, OH 44114
Phone: 216/522-4750
FAX: 216/522-2235

OKLAHOMA

U.S. Department of Commerce

ITA/US&FCS District Office
6601 Broadway Extension
Oklahoma City, OK 73116
Phone: 405/231-5302
FAX: 405/841-5245

U.S. Department of Commerce
ITA/US&FCS District Office
440 South Houston Street, Room 505
Tulsa, OK 74127
Phone: 918/581-7650
FAX: 918/581-2844

OREGON

U.S. Department of Commerce
ITA/US&FCS District Office
One World Trade Center, Suite 242
121 SW Salmon Street
Portland, OR 97204
Phone: 503/326-3001
FAX: 503/326-6351

PENNSYLVANIA

U.S. Department of Commerce
ITA/US&FCS District Office
475 Allendale Road, Suite 202
King of Prussia, PA 19406
Phone: 215/962-4980
FAX: 215/951-7959

U.S. Department of Commerce
ITA/US&FCS District Office
1000 Liberty Avenue, Suite 2002
Pittsburgh, PA 15222-4194
Phone: 412/644-2850
FAX: 412/644-4875

PUERTO RICO

U.S. Department of Commerce
ITA/US&FCS District Office
Room G-55, Federal Building
(Hato Rey) San Juan, PR 00918
Phone: 809/766-5555
FAX: 809/766-5692

RHODE ISLAND

U.S. Department of Commerce
ITA/US&FCS District Office
7 Jackson Walkway

Providence, RI 02903
Phone: 401/528-5104
FAX: 401/528-5067

SOUTH CAROLINA

U.S. Department of Commerce
ITA/US&FCS District Office
1835 Assembly Street, Suite 172
Columbia, SC 29201
Phone: 803/765-5345
FAX: 803/253-3614

U.S. Department of Commerce
ITA/US&FCS District Office
9 Liberty Street, Room 128
Charleston, SC 29424
Phone: 803/765-5345
FAX: 803/253-3614

SOUTH DAKOTA

(S.D. serviced by the Omaha District Office) U.S. Department of Commerce
ITA/US&FCS District Office
11133 O Street
Omaha, NE 68137
Phone: 402/221-3664
FAX: 402/221-3668

TENNESSEE

U.S. Department of Commerce
ITA/US&FCS District Office
404 Jason Robertson Parkway, Suite 1114 Nashville, TN 37219
Phone: 615/736-5161
FAX: 615/736-2454

U.S. Department of Commerce
ITA/US&FCS District Office
22 North Front Street, Suite 200
Memphis, TN 38103
Phone: 901/544-4137
FAX: 901/575-3510

U.S. Department of Commerce
ITA/US&FCS District Office
301 East Church Avenue
Knoxville, TN 37915
Phone: 615/545-4637

TEXAS

U.S. Department of Commerce

ITA/US&FCS District Office
P.O. Box 12728, Capitol Station
Austin, TX 78711
Phone: 512/472-5059
FAX: 512/320-9424

U.S. Department of Commerce
ITA/US&FCS District Office
1100 Commerce Street, Room 7A5
Dallas, TX 75258
Phone: 214/767-0542
FAX: 214/767-8240

U.S. Department of Commerce
ITA/US&FCS District Office
2625 Federal Building
515 Rusk Street
Houston, TX 77002
Phone: 713/229-2578
FAX: 713/229-2203

UTAH

U.S. Department of Commerce
ITA/US&FCS District Office
324 South State Street, Suite 105
Salt Lake City, UT 84111
Phone: 801/524-5116
FAX: 801/524-5886

VERMONT

(Vermont served by the Boston ITA Office) U.S. Department of Commerce
ITA/US&FCS District Office
307 World Trade Center
Boston, MA 02210
Phone: 617/565-8563
FAX: 617/565-8530

VIRGINIA

U.S. Department of Commerce
ITA/US&FCS District Office
400 North Eighth Street, Suite 8010
Richmond, VA 23240
Phone: 804/771-2246
FAX: 804/771-2390

WASHINGTON

U.S. Department of Commerce
ITA/US&FCS District Office
3131 Elliott Avenue, Suite 290

Seattle, WA 98121
Phone: 206/553-5615
FAX: 206/553-7253

WEST VIRGINIA

U.S. Department of Commerce
ITA/US&FCS District Office
405 Capitol Street, Suite 807
Charleston, WV 25301
Phone: 304/347-5123
FAX: 304/347-5408

WISCONSIN

U.S. Department of Commerce
ITA/US&FCS District Office
517 East Wisconsin Avenue, Room 596
Milwaukee, WI 53202
Phone: 414/297-3473
FAX: 414/297-3470

WYOMING

(Wyoming serviced by the Denver ITA Office) U.S. Department of Commerce
ITA/US&FCS District Office
1625 Broadway, Suite 680
Denver, CO 80202
Phone: 303/844-3246
FAX: 303/844-5651

BUREAU OF EXPORT ADMINISTRATION (BXA)

The BXA counsels U.S. firms attempting to export controlled products, issues export licenses and holds seminars on export regulations.

U.S. Department of Commerce
Bureau of Export Administration
Office of Export Licensing
Room 1099, HCH Building
14th & Constitution Avenue, N.W.
Washington, D.C. 20230
Phone: 202/482-8536
FAX: 202/482-3322
BXA services include:

Export License Application and Information Network (ELAIN) Phone: 202/482-4811

System for Tracking Export License Application (STELA) Phone: 202/482-2752

Export Licensing Voice Information System (ELVIS) Phone: 202/482-4811

Export Seminar:
Phone: 202/482-6031

NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY

Provides information about foreign standards and certification requirements. Maintains a GATT Hotline which reports on the latest technical notifications of proposed foreign regulations that may affect trade.

U.S. Department of Commerce
Technology Administration
NIST
Physics Building, Room A363
Gaithersburg, MD 20899
Phone: 301/975-4040
FAX: 301/963-2871
GATT Hotline: 301/975-4041

Section 2

SMALL BUSINESS DEVELOPMENT CENTERS

INTERNATIONAL TRADE PROGRAMS

SBDC INTERNATIONAL TRADE PROGRAMS

Small Business Development Centers (SBDCs) provide a wide range of business assistance including export counseling. There are over 900 SBDCs throughout the United States. Some SBDCs have designated International Trade Centers; all SBDCs provide trade counseling/referral.

SEPARATE SBDC INTERNATIONAL TRADE CENTERS

ALABAMA

University of Alabama in Birmingham
1717 Eleventh Avenue South, Suite 419
Birmingham, AL 35294-4410
Phone: 205/934-7260
FAX: 205/934-7645

Alabama International Trade Center
University of Alabama
400 North Martha Parham
Tuscaloosa, AL 35487-0396
Phone: 205/348-7621
FAX: 205/348-6974

CALIFORNIA

California Department of Commerce
801 K Street, Suite 1700
Sacramento, CA 95814
Phone: 916/324-5068
FAX: 916/322-5084

Export Small Business Development Center of Southern California
110 East Ninth Street, Suite A-761
Los Angeles, CA 90079
Phone: 213/892-1111
FAX: 213/892-8232

FLORIDA

Trade Expansion Center
University of West Florida
Building 79, Room 196
Pensacola, FL 32514
Phone: 904/474-3016
FAX: 904/474-2030

Florida Atlantic University
P.O. Box 3091
Boca Raton, FL 33431
Phone: 407/367-2273/2271
FAX: 407/367-2272

GEORGIA

University of Georgia
Chicopee Complex
1180 East Broad Street
Athens, GA 30602
Phone: 706/542-5760
FAX: 706/542-6776

ILLINOIS

Illinois Department of Commerce and Community Affairs
620 East Adams Street
Springfield, IL 62701
Phone: 217/524-5856
FAX: 217/785-6328

College of Dupage
22nd & Lambert Road
Glen Ellyn, IL 60137
Phone: 708/858-2800, Ext. 3052
FAX: 708/790-1179

Bradley University
141 North Jobst Hall, First Floor

Peoria, IL 61625
Phone: 309/677-3075
FAX: 309/677-3386

Small Business Development Center
Southern Illinois University, Edwardsville Campus Box 1107
Edwardsville, IL 62026
Phone: 618/692-2929
FAX: 618/692-2647

LOUISIANA

Northeast Louisiana University
College of Business Administration
700 University Avenue
Monroe, LA 71209
Phone: 318/342-5506
FAX: 318/342-5510

University of New Orleans
368 Business Administration Bldg.
New Orleans, LA 70148
Phone: 504/286-6978
FAX: 504/286-7197

MICHIGAN

Wayne State University
2727 Second Avenue
Detroit, MI 48201
Phone: 313/577-4848
FAX: 313/577-4222

Center for International Business Development
Michigan State University
6 Kellogg Center
East Lansing, MI 48824-1022
Phone: 517/353-4336 or 1-800-852-5727
FAX: 517/336-1009

MISSISSIPPI

University of Mississippi
Old Chemistry Building, Suite 216
University, MS 38677
Phone: 601/232-5001
FAX: 601/232-5650

International Trade Center
Hinds Community College
P.O. Box 1170
Raymond, MS 39154

Phone: 601/857-3536
FAX: 601/857-3535

OREGON

Lane Community College
99 West 10th Avenue, Suite 216
Eugene, OR 97401
Phone: 503/726-2250
FAX: 503/345-6006

Portland Community College SBDC
121 SW Salmon Street, Suite 210
Portland, OR 97204
Phone: 503/274-7482
FAX: 503/228-6350

PENNSYLVANIA

University of Pennsylvania
The Wharton School
444 Vance Hall
Philadelphia, PA 19104
Phone: 215/898-1219
FAX: 215/573-2135

Wharton Export Network
3733 Spruce Street, Suite 413
Philadelphia, PA 19104
Phone: 215/898-4861
FAX: 215/898-1299

Lehigh Small Business Development Center The Raush Business Center, No. 37
Bethlehem, PA 18015
Phone: 215/758-3980
FAX: 215/758-5205

Kutztown University
Small Business Development Center
2986 North Second Street
Harrisburg, PA 17110
Phone: 717/233-3120
FAX: 717/233-3181

TENNESSEE

Small Business Development Center
Memphis State University
Memphis, TN 38152
Phone: 901/678-2500
FAX: 901/678-4072

TEXAS

North Texas Small Business Development Center
Dallas Community College
1402 Corinth
Dallas, TX 75215
Phone: 214/565-5833
FAX: 214/565-5813

Small Business Development Center
P.O. Box 58299
2050 Stemmons Freeway
World Trade Center, Suite 150
Dallas, TX 75258
Phone: 214/747-1300, Code 68
FAX: 214/748-5774

University of Houston
Small Business Development Center
601 Jefferson Street, Suite 2330
Houston, TX 77002
Phone: 713/752-8404
FAX: 713/752-8484

South Texas Border
Small Business Development Center
University of Texas at San Antonio
801 South Bowie
San Antonio, TX 78205
Phone: 512/224-0794
FAX: 512/222-9834

WASHINGTON

Washington State University
College of Business and Economics
245 Todd Hall
Pullman, WA 99164-4727
Phone: 509/335-1576
FAX: 509/335-0949

International Trade Institute
North Seattle Community College
9600 College Way North
Seattle, WA 98103
Phone: 206/527-3732
FAX: 206/527-3734

OTHER SBDCs ACTIVE IN INTERNATIONAL TRADE

ARIZONA

Arizona Lead Small Business Development Center
2411 West 14th Street
Tempe, AZ 85281
Phone: 602/731-8720
FAX: 602/731-8729

COLORADO

Colorado Office of Business Development
1625 Broadway, Suite 1710
Denver, CO 80202
Phone: 303/892-3809
FAX: 303/892-3848

Front Range Community College
Small Business Development Center
3645 West 112th Avenue
Westminster, CO 80030
Phone: 303/460-1032
FAX: 303/466-1623

IDAHO

Boise State University
College of Business
1910 University Drive
Boise, ID 83725
Phone: 208/385-1640
FAX: 208/385-3877

International Trade Coordinator
Lewis Clark State College
500 Eighth Avenue
Lewiston, ID 83501
Phone: 208/799-2465
FAX: 208/799-2831

INDIANA

Indiana Economic Development Council
One North Capital, Suite 420
Indianapolis, IN 46204-2248
Phone: 317/264-6871
FAX: 317/264-3102

IOWA

Iowa State University
137 Lynn Avenue
Ames, IA 50010
Phone: 515/292-6351

FAX: 515/292-0020

Northeast Iowa Small Business Development Center
Dubuque Area Chamber of Commerce
770 Town Clock Plaza
Dubuque, IA 52001
Phone: 319/588-3350
FAX: 319/557-1591

Eastern Iowa Small Business Development Center
304 West Second Avenue
Davenport, IA 52801
Phone: 319/322-4499
FAX: 319/322-3956

MASSACHUSETTS

University of Massachusetts
School of Management, Room 205
Amherst, MA 01003
Phone: 413/545-6301
FAX: 413/545-1273

MISSOURI

University of Missouri, Columbia
300 University Place
Columbia, MO 65211
Phone: 314/882-0344
FAX: 314/884-4297

Central Missouri State University
Small Business Development Center
Grinstead 75
Warrensburg, MO 64093-5087
Phone: 816/543-4402
FAX: 816/543-8159

Missouri Southern State College
Small Business Development Center
107 Matthews Hall
3950 Newman Road
Joplin, MO 64801
Phone: 417/625-9313
FAX: 417/625-9782

Southwest Missouri State University
Small Business Development Center
901 South National
Box 88
Springfield, MO 65804

Phone: 417/836-5685

FAX: 417/836-6337

MONTANA

Montana Department of Commerce

SBDC

1424 Ninth Avenue

Helena, MT 59620

Phone: 406/444-4780

FAX: 406/444-2808

NEBRASKA

University of Nebraska, Omaha

60th & Dodge Streets, CBA

Room 407

Omaha, NE 68182

Phone: 402/554-2521

FAX: 402/554-2747

University of Nebraska, Omaha

1313 Farnam, Room 132

Omaha, NE 68182

Phone: 402/595-2381

FAX: 402/595-2388

NEVADA

University of Nevada SBDC

Mail Stop 032

Reno, NV 89557-0100

Phone: 702/784-1717

FAX: 702/784-4337

NEW HAMPSHIRE

University of New Hampshire

108 McConnell Hall

Durham, NH 03824

Phone: 603/862-2200

FAX: 603/862-4468

International Resource Center

601 Spaulding Turnpike, Suite 29

Portsmouth, NH 03801-2833

Phone: 603/334-6074

FAX: 603/334-6110

NEW JERSEY

Rutgers University

Ackerson Hall, Third Floor

180 University Avenue

Newark, NJ 07102
Phone: 201/648-5950
FAX: 201/648-1110

NEW YORK

State University of New York
SUNY Plaza, S-523
Albany, NY 12246
Phone: 518/443-5398
FAX: 518/465-4992

International Trade Coordinator
Small Business Development Center
State University College, Buffalo
1300 Elmwood Avenue
Buffalo, NY 14222
Phone: 716/878-4030
FAX: 716/878-4067

Small Business Development Center
Rockland Community College at Suffern
145 College Road
Suffern, NY 10901
Phone: 914/356-0370
FAX: 914/356-0381

NORTH CAROLINA

University of North Carolina
4509 Creedmoor Road, Suite 201
Raleigh, NC 27612
Phone: 919/571-4154
FAX: 919/571-4161

OHIO

Ohio Department of Development
77 South High Street
Columbus, OH 43266-1001
Phone: 614/466-2711
FAX: 614/466-0829

Southeast Ohio Small Business Development Center
Ohio University at Athens
Innovation Center
One President Street, Suite 014
Athens, OH 45701
Phone: 614/593-1797
FAX: 614/593-1795

Toledo Small Business Development Center

218 North Huron Street
Toledo, OH 43604
Phone: 419/243-8191
FAX: 419/241-8302

Lake County Small Business Development Center
Lake County Economic Development Center
Lakeland Community College
Mentor, OH 44080
Phone: 216/951-1290
FAX: 216/953-4413

Marietta College SBDC
Marietta College
Marietta, OH 45750
Phone: 614/374-4649
FAX: 614/374-7585

RHODE ISLAND

Bryant College
1150 Douglas Pike
Smithfield, RI 02917
Phone: 401/232-6111
FAX: 401/232-6416

SOUTH CAROLINA

University of South Carolina
College of Business Administration
1710 College Street
Columbia, SC 29208
Phone: 803/777-4907
FAX: 803/777-4403

VIRGINIA

Virginia Department of Economic Development
P.O. Box 798
Richmond, VA 23206-0798
Phone: 804/371-8253
FAX: 804/371-8185

Northern Virginia
Small Business Development Center
4260 Chainbridge Road, Suite B-1
Fairfax, VA 22030
Phone: 703/993-2131
FAX: 703/993-2126

Longwood Small Business Development Center Longwood College
515 Main Street

Farmville, VA 23901
Phone: 804/395-2086
FAX: 804/395-2359

James Madison University
Small Business Development Center
College of Business
Zane Showker Hall, Room 523
Harrisonburg, VA 22807
Phone: 703/568-3227
FAX: 703/568-3299

Small Business Development Center of Hampton Roads
420 Bank Street, P.O. Box 327
Norfolk, VA 23501
Phone: 804/622-6414 or 804/825-2957
FAX: 804/622-5563 or 804/825-2960

WASHINGTON, D.C.

Howard University
Small Business Development Center
2600 Sixth Street, N.W.
Room 128
Washington, D.C. 20059
Phone: 202/806-1550
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