

## International Business Assistance Service Programs

*Foreign Company Assistance Coming to the U.S. Market*

### INTERNATIONAL BUSINESS CONCIERGE PROGRAM

To help non-U.S. companies establish their initial U.S. business operations in Richardson, Texas, a unique business concierge program has been developed that provides expert resources to ease their critical business start-up issues.

### TYPES OF SERVICES OFFERED

Resources provided by the Richardson Chamber of Commerce, Chamber members and consultants include:

- Start up check list
- Market analysis / business plan review
- Legal assistance (incorporation; immigration/visas; intellectual property, etc.)
- International banking (setting up U.S. bank accounts; letters of credit; currency exchanges)
- Inexpensive short-term “Soft Landing” office space
- Commercial real estate services (office; light manufacturing; warehouse)
- Residential real estate service (individual homes, apartments, condominiums)
- CPA / accounting assistance (for foreign companies)
- Translation services
- English as a second language training
- International business consulting

### FOR ASSISTANCE, CONTACT:

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HOWORTH

- Public relations/ advertising services
- Import/export assistance (export licensing, compliance)
- Country specific importation knowledge
- Logistics/transportation services
- Relocation services
- Human resources / staffing / recruiting services
- Sales, marketing, business development, management consulting services
- Other services as required

## **COSTS OF SERVICES**

The costs of the services listed above may vary based on the level of assistance needed. A quotation for each service offered will be provided by each service provider based on the requesting company's requirements.

## **EXPORT SERVICES**

To assist local Richardson Chamber of Commerce member companies initiate or increase their export business a "concierge service program" has been created to provide needed export services. Local businesses, organizations and consultants have been selected to participate in the program to ease the process of going global for Richardson companies.

## **TYPES OF SERVICES OFFERED**

The types of services that will be offered will include the following:

- Certificates of Origin
- Seminars on exporting featuring export speakers from:
  - o U.S. Department of Commerce
  - o U.S. Commercial Service
  - o North Texas District Export Council
  - o International Trade Center
  - o Richardson Chamber of Commerce
  - o Import/export consultants
  - o Local companies exporting
  - o Others
- Legal referrals for IP / Licensing assistance
- International banking (Set up a bank account; letters of credit; credit lines; currency exchanges; export financing, etc.)
- International business consulting services
- Import / export assistance (export licensing, etc.)
- Logistic / transportation services
- Translation services
- Specific country / region importation knowledge
- SBA SCORE marketing, sales, business development services
- Overseas business introductions:
  - o Local international chambers of commerce referrals
  - o Consulates and embassy referrals
  - o Overseas trade associations referrals
  - o Chamber members with overseas contacts
- Other services as required