

## Checklist for Your Overseas Trip

<b>Items and Information</b>	<b>Completed</b>
<b>Travel Documents:</b>	
Valid U.S. Passport	_____
Valid U.S. Driver's License	_____
Certified Birth Certificate	_____
Extra passport-size photographs	_____
International Travel Certificate	_____
Visas for all countries to be visited	_____
<b>Medical:</b>	
Extra eyeglasses and/or contact lenses	_____
Additional supply of prescription drugs	_____
Non-prescription drugs for minor illnesses	_____
Physician's letter about special medical condition and treatment	_____
List of persons to contact in event of a medical emergency	_____
Directory of physicians who speak English	_____
Medical insurance card and claim forms	_____
<b>Target Markets:</b>	
Checklist for evaluating potential export markets	_____
Customized Sales Survey (CSS)	_____
International Business Practices	_____
National Trade Data Bank (NTDB)	_____
STAT-USA/Internet	_____
Economic Bulletin Board (EBB)	_____
<b>Potential Export Sales Representatives:</b>	
Checklist for evaluating potential export sales representatives	_____
Copies of all previous correspondence	_____
World Trader Data Reports (WTDR)	_____
Agency Distributorship Service	_____
Business and financial references	_____
<b>Company Information and Supplies:</b>	
Presentation Folder and/or color movie	_____
Price quotations / Proforma Invoice	_____
Export marketing agreements	_____
Sales brochures and product literature	_____
Stationery with company letterhead	_____
Large supply of business cards	_____
Tape recorder and supply of tapes	_____

Miscellaneous office supplies	_____
Gifts with company identification	_____
Product Samples	_____
ATA Carnet	_____

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SOURCE: John R. Jagoe's *Export Sales & Marketing Manual*, tel: (800) 876-0624  
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