



BUSINESS RETENTION & EXPANSION (BRE) VISITATION REPORT

I. DATE OF VISIT: _____ VISIT MADE BY: _____
 Phone Fax Mail Personal Visit

II. COMPANY VISITED: _____

Contact Name and Title: _____

Address: _____

Telephone: _____

Fax: _____

E-mail address: _____

WEB URL: _____

Update Manufacturer's Guide & Industrial Directory

III. NATURE OF BUSINESS:

"What is the nature of your business...?"

"What are your key products or services...?"

"What are your market trends...?"

"How many locations do you have...? Do you Export...?"

"How many employees do you have...?"

"Anything else you want to tell me?"

IV. KEY ISSUES FOR COMPANY AT THIS STAGE:

Real estate needs:

Marketing and Promotion:

Financing Growth:

Utilities/Infrastructure:

Workforce availability:

Workforce availability:

Workforce training:

Transportation

— Packaging:

— Shipping

Exporting:

Governmental Compliance:

— Translations:

Technology:

— Assistance:

Taxation:

— To which Countries?

Community Assistance/Incentives:

V. PROBLEMS & OPPORTUNITIES THE CHAMBER/EDC HAVE AGREED TO FOLLOW-UP ON

Workforce Training:

Marketing and Promotion:

Workforce Resources:

Financing Growth:

Financing:

Transportation:

— Packaging:

— Shipping

Real Estate (Land/Buildings):

City:

County:

Exporting:

State:

Technology:

Utility/Infrastructure:

Community Assistance/Incentives:

Roads:

Other:

[Left Current Labor Force data & Economic Indicators]

THIS PAGE IS FOR EDC - CHAMBER USE ONLY:

IV. Action Sheet

By EDC Staff Member: _____

By Chamber Volunteer: _____

By Board Member:

EDC: _____

Chamber: _____

Other: _____

Action required:

Next Step, by _____:
(date)

Schedule Follow-up:

Next BRE Visit: