

# BUSINESS PLANNING: A GUIDE TO EXPORTING



Funded in part through a cooperative agreement with the U.S. Small Business Administration. All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA.

This publication may not be reproduced in whole or in part without the express written consent of the NY Small Business Development Center.



# **BUSINESS PLANNING: A GUIDE TO EXPORTING**

# **CONTENTS**

Acknowledgments	Methods of Payment	$\ldots 29$
	Cash in Advance	29
Introduction4	Documentary Collections	29
	Letters of Credit	30
Assessing Your Ability to Export5	Open Account	
Market Research7	Export Financing	3
Product Classification 8	Why Finance	
Market Research Checklist 8	Credit Insurance	
	Export Financing Resources	
Conducting Marketing Research 10	Export Financing Resources	,
Marketing Mix10	Where to Find Help	2
Product	where to rind rieip	3.
Price	V Design on Disc	20
Promotion	Your Business Plan	
Placement	Suggested Business Plan Outline	
	The Market	
Writing an Effective Export Business Plan 13	Define Your Market	
	A Brief Note on Credit	
Exporting and E-Commerce	Pricing	
Informational	Advertising	40
Transactional	Managaman	44
Virtual Marketplaces	Management	
	Duties and Responsibilities	
Finding Qualified International Buyers 16	Salaries	
	Personnel	
How to Sell Yor Product	Loan Application and Impact	
Direct Exporting	Financial Plan	
Indirect Exporting	Cash Flow Projection Worksheet	
Channels of Distribution	Pro-Forma Balance Sheet	
Chainleis of Distribution 20	Pro-Forma Income Statement	5′
Terms of Sale	General Business Concepts	58
INCOTERMS - Responsibility Chart 22	Advertising as Part of Your Plan	
	Overall Promotion Strategy	
Export Preparation	The Four "Ps" of Marketing	
	External Factors Affecting Marketing	
How to Ship Your Product24	Developing a Marketing Plan	
Packing/Labeling24	Putting It All Together	
Documentation		
Freight Forwarders	Accounting and Record Keeping	6
Insurance	What System Should You Use?	
	Elements of Bookkeeping	
Legal Issues	Keeping Records	
Export Regulations 27	Getting Started	
Intellectual Property Rights 27		
Free Trade Agreements	Appendix A	7
	Sample Outline for an Export Plan	



## **BUSINESS PLANNING: A GUIDE TO EXPORTING**

## **ACKNOWLEDGMENTS**

# **Contributing Authors:**

Rick Gorko, Export Specialist, Buffalo Small Business Development Center

Jinshui Zhang, Director of International Business Development, NYS SBDC

# **Contributing Editors:**

Mary Hoffman, Associate State Director, NYS SBDC

Darrin Conroy, Director, NYS SBDC Research Network

## **Design/Layout/Editing:**

David Carnevale, Publications Director, NYS SBDC





#### BUSINESS PLANNING: A GUIDE TO EXPORTING

#### INTRODUCTION

Want to grow your business? Are you looking for new customers? Do you want to increase your profits? Any business owner looking to succeed will answer yes to these questions. Although there are several ways to achieve these goals, one of the best ways to grow a business is by exporting.

Nearly 96% of the world's customers and 66% of their buying power resides outside of the United States\*. Yet, so many United States companies only market within their own borders, virtually ignoring the rest of the world as a viable marketplace for their products and services. Why? The most common reasons cited are:

"Exporting is too complicated"

"It's too risky – I won't get paid"

"I have all the market share I need here in the US"

"I'm not large enough to export"

"Different languages, currencies, and cultures make it too difficult"

"It's more costly to export"

"Too much paperwork"

As with any business transaction, there are risks associated with international trade. However, exporting can be a very profitable component of a company's overall marketing strategy. Sales in a new market can boost revenues. Selling to foreign markets can enhance a company's diversification, spreading its risk to countries whose economic cycle may not coincide with the variances found in the U.S. market. Properly prepared, a small business can compete with its rivals in the global marketplace. With advances in technology, the world's marketplace is becoming more accessible to US companies, increasing their opportunity to gain market share.

Most potential exporters need basic information on how to export. The purpose of this planning guide is to help you prepare for the opportunities and challenges encountered in bringing a product or service to foreign markets. It provides a step-by-step process to move your company from a domestic market-only business to a blended market of both domestic and international customers. The guide will help you:

- Assess your company's ability to export
- Learn how to conduct market research to determine viable markets for your products/services
- Develop an export business plan to clearly define your goals and objectives
- Find buyers of your products/services
- Understand the various methods of shipping products to foreign countries
- · Learn how to secure international trade financing to fund exporting, mitigate risk and ensure payment

It's time to get started. Let's determine if your company is ready to export.

\* Source: US Small Business Administration (www.sba.gov)

