

Services	Notes	Anticipation required	
<b>Complete service</b>	Integral Package	Only for continental Europe. Ask for detailed information on the services included. Final price of the quotation depends on the global size of the company.	3 months
	Agent services	Everything related to the representation of a product/brand in a certain area.	1 month
<b>Corporate</b>	Corporate advice *	Daily fee (8h).	1 week
	Corporate image	Includes logos, papers, wrapping materials, etc.	1 month
	Website analysis	Analysis of the needs, requirements, impact, etc.	15 days
	Translation services	Fee per number of words of the original text. For all kinds of documents.	1.000 words/day
<b>Consultancy</b>	General consultancy *	Daily fee (8h).	1 week
<b>Commercial</b>	New markets (Agent)	Everything related to representing a product/brand in an area.	1 month
	Improvement of results *	Actions in order to improve the commercial results.	1 month
	E-marketing	Prepare online marketing campaigns.	1 month
	E-mailing (Databases) (3.000)	Rental of contact databases by country, area, continent. Up to 3.000 addresses.	15 days
	E-mailing (Databases) (5.000)	Rental of contact databases by country, area, continent. Up to 5.000 addresses.	15 days
	E-mailing (Databases) (10.000)	Rental of contact databases by country, area, continent. Up to 10.000 addresses.	15 days
	E-mailing (Sending) (3.000)	E-mailing to the chosen database. Up to 3.000 addresses.	15 days
	E-mailing (Sending) (5.000)	E-mailing to the chosen database. Up to 5.000 addresses.	15 days
	E-mailing (Sending) (10.000)	E-mailing to the chosen database. Up to 10.000 addresses.	15 days
	Complete market survey	Only for continental Europe.	3 months
	Competitor analysis	Only for continental Europe.	3 months
	Promotional actions	Events and promotional actions. Quotation depends on the action.	Upon request
	Commercial consultancy *	Daily fee (8h).	1 week
	Commercial documents	Produce commercial documentation. Price lists. Manuals. Technical guides.	1 month
Publicity materials	Produce publicity or informative materials. Adverts. Publicity campaigns. Catalogues.	1 month	
<b>Import/Export</b>	Import/Export consultancy *	Consultancy services about all processes related to import/export.	1 week
	Help with trade shows (Consultancy) **	Consultancy services. Does not include accommodation or meals. Maximum 4 people.	1 month
	Help with trade shows (Complete) **	Includes arrangements for accommodation, meals and consultancy service. Maximum 4 people.	1 month
<b>Product IDA</b>	Product analysis	For products already on the market or about to be introduced to the market. Error detection.	15 days
	Research	Related to a product. Competitors, production areas. Supply and demand.	1 month and 15 days
	Development	Development of a product. Includes concept design and/or engineering services.	1 month
	Testing	Includes testing services and technical reports for each of the tests.	15 days
	Product image	Creation of the graphic image of the product. Logos, model names, stickers.	1 month
	Conceptual design	Conceptual design of the product with the corresponding studies. Does not include engineering.	1 month
	Final product	Design of the packaging and everything to do with protection and final presentation.	15 days
<b>Communication</b>	Publications/Magazines	Creation of contents for the written media. Commercial, informative, technical and/or educational.	15 days
	Online publications/sites	Creation of contents for online publications. Commercial, informative, technical and/or educational.	15 days
	Newsletters/Press Releases	Creation of informative documentation. Press Releases, Newsletters, technical and/or educational.	15 days
	Presentations *	Presentation coverage.	15 days
	Trade show coverage **	Trade show coverage.	1 month
<b>Projects</b>	Development of a project	Development of a complete business project. Corporate, commercial, productive, creative.	3 months
	Investments in projects *	Advice, consultancy and operational support for the investment in projects.	1 week
	Acquisition of projects *	Advice, consultancy and operational support for the acquisition of a project.	1 week
	Sale of a project *	Advice, consultancy and operational support for the sale of a project.	1 week

\* Does not include potential travel expenses (if over 200 Km), subsistence allowance or accommodation.

\*\* In case the trade show to cover is not among the ones we visit normally, travel expenses, subsistence allowance and accommodation will be added to the service.