



REQUEST FOR ADVISORY SERVICES

What we need to know about you...

We may use the contact information you provide below to send you (by mail, fax and/or e-mail) notices of upcoming classes and special events, and other information we feel would be beneficial to your business venture. If you do **not** wish to be on our contact list, please check here.

<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	First Name:	MI:	Last Name:
<input type="checkbox"/> Ms.	<input type="checkbox"/> Dr.			

E-mail:	Work Phone:	Home Phone:
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Personal Address:	Cell Phone:
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City:	State:	Zip Code:	County:
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Gender:	Race:	Ethnicity:
<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native American or Alaskan Native <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Choose not to respond	<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Non-Hispanic or Latino <input type="checkbox"/> Choose not to respond

Veteran Status:	Military Status:	Do you consider yourself a person with a disability?
<input type="checkbox"/> Non-Veteran <input type="checkbox"/> Service-Disabled Veteran <input type="checkbox"/> Veteran <input type="checkbox"/> Choose not to respond	<input type="checkbox"/> National Guard <input type="checkbox"/> National Guard - Active Duty <input type="checkbox"/> Reservist <input type="checkbox"/> Reservist - Active Duty <input type="checkbox"/> None <input type="checkbox"/> Choose not to respond	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Choose not to respond

What we need to know about your business, if you're already in business...

Company Start Date:	Company Status: <input type="checkbox"/> Not in Business <input type="checkbox"/> Start-Up (<12 mos) <input type="checkbox"/> In Business
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Company Name:	Business Phone:
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Business E-mail:	Business Fax:
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Business Address: <small>(If different from Personal Address)</small>	Owner? <input type="checkbox"/> Yes <input type="checkbox"/> No
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City:	State:	Zip Code:	County:
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Web Site:	Position:
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If you have a Dun & Bradstreet (DUNS) number please enter it here _____	For the most recent full year, what were your:
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Number of Employees:	Gross Revenue/Sales _____
Full-Time: _____ Part-Time: _____	+Profits/-Losses _____

Of total employees, how many are engaged in the exporting aspect of your business? (FT & PT) _____	Amount of your Gross Revenue/Sales related to exporting _____
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Business Size:	Business Type:	Currently Involved in Exporting:
<input type="checkbox"/> Certified SDB or SBA 8(a) Small <input type="checkbox"/> Disadvantaged Small <input type="checkbox"/> Large <input type="checkbox"/> Minority-Owned Small <input type="checkbox"/> Other Small <input type="checkbox"/> Woman-Owned Small	<input type="checkbox"/> Choose not to respond <input type="checkbox"/> Agriculture <input type="checkbox"/> Construction Concern <input type="checkbox"/> Financing <input type="checkbox"/> Manufacturer or Producer <input type="checkbox"/> Research and Development <input type="checkbox"/> Retail Dealer <input type="checkbox"/> Service Establishment <input type="checkbox"/> Surplus Dealer <input type="checkbox"/> Technology <input type="checkbox"/> Wholesale Dealer <input type="checkbox"/> Not in Business	<input type="checkbox"/> No <input type="checkbox"/> Yes <small>If yes, please go to Appendix A to indicate the markets to which your company currently exports (mark all that apply).</small>

CONTINUED ON REVERSE

Organization Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Co. <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Non-profit Organization <input type="checkbox"/> Sub S Corporation <input type="checkbox"/> Other <input type="checkbox"/> Unknown	Business Ownership: What percentage of your business is male or female owned? % Male <input type="text"/> % Female <input type="text"/> <input type="checkbox"/> Choose not to respond	Ownership Veteran Status: <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Service-Disabled <input type="checkbox"/> Veteran <input type="checkbox"/> Choose not to respond
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Do you conduct business online? <input type="checkbox"/> No <input type="checkbox"/> Yes	Is this a home based business? <input type="checkbox"/> No <input type="checkbox"/> Yes Are you 8(a) certified? <input type="checkbox"/> No <input type="checkbox"/> Yes
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Type of Business (describe your current business or the business you plan to start)

What Type of Assistance Do You Need?

Start-up Marketing Loan/Financial Government Accounting Setup Sub Contracting SAM/ORCA Registration
 Business Plan Expansion GSA Schedule Certifications (Fed, State, Local) Proposal Assistance Other _____

How did you first learn of the Small Business Development Center?

Bank/Lender _____ Houston Technology Center SBA District Office Training Seminar
 Business Owner/Word of Mouth Internet SBA Website USEAC
 Chamber of Commerce Local EDC SBDC WBC
 Client Magazine/Newspaper SCORE Other _____
 College/University PTAC TV/Radio

I request free advisory services from the University of Houston Small Business Development Center Network, which is a resource partner of the U.S. Small Business Administration or the University of Houston Procurement Technical Assistance Center, a resource partner of the Defense Logistics Agency.

I agree to participate when I am asked to complete surveys designed to evaluate those advisory services.

I permit SBA or its agent the use of my contact information for SBA surveys and information mailings regarding SBA products and services? Yes No

I understand that my advisor(s) will hold all information I provide in confidence to the extent allowable under Federal and Texas State Law.

I understand that the Small Business Development Center has agreed not to 1) recommend goods and services from sources in which an individual advisor has an interest; 2) accept fees or commissions for advisory services.

I certify that my business has not been, is not currently, nor will it at any time be, operated or otherwise used in any manner that is in violation of criminal law, nor has it assisted, nor is it currently assisting, nor will it at any time assist another individual or entity in any manner that violates criminal law. I agree to release, indemnify, and hold harmless, the University of Houston System, the University of Houston, the University of Houston Small Business Development Center and its host organizations, as well as each of the above entity's respective board members, officers, directors, employees, authorized representatives, advisors, and other personnel ("Releasees") from and against any and all liability that may arise from the actions (negligent or otherwise) by me, my business, or its employees, as well as against any and all claims or causes of action that may be brought against the Releasees by me, my business, its employees, or any third party, or that may be brought against me, my business, or its employees, by a third party.

Signature: _____ **Date:** _____
(Blue Ink Required)

What you need to know about us....

We **do not charge** for advisory services, but we may charge fees for workshops, seminars, special events and specialty services.

We keep what you tell us **confidential** to the extent allowable under Federal and Texas State law.

We will not use anything you tell us to benefit the SBDC, PTAC, or any of our staff, nor will we use what you tell us to the detriment of any of our clients.

We maintain resumes of all our advisors so that you can review your advisor's professional experience, outside employment, and previous and current business ownership or interests.

We provide advisory services to clients in all fields and industries, and your advisor may work with other clients whose businesses are similar to yours and even in direct competition with yours.

We **do not make loans or influence loan decisions**, although we can assist you with determining your financial requirements and preparing and submitting a loan application.

We will ask you for current financial and operating data about your business in order to provide more comprehensive assistance.

We will make suggestions and recommendations to you as appropriate, but **we will not make business decisions** or judgments for you. We will not write proposals or business plans for you. Our purpose is to provide education and assistance, but not to do the work for you.

We might provide advice that seems unfavorable to your business idea, but our intent is to encourage you to fully explore all the possibilities involved in operating a business.

If you work with the Small Business Development Center (SBDC), we will ask you to provide a signed statement indicating whether SBDC assistance resulted in your company having economic impact in the form of obtaining financing, job creation, business startup or expansion.

If you work with our Procurement Technical Assistance Center (PTAC), we will ask you to provide a signed statement indicating whether PTAC assistance resulted in your company receiving any contract or subcontract award, and we will ask you to provide the specifics of those awards.

We may ask for your written permission to use your name and/or photograph as well as information about your business, for promotional or publicity purposes.

We make every effort to provide prompt, courteous, and professional services within the time frame requested; however, we do not make any warranties or guarantees regarding these services.

Please sign and date to indicate you have read and understand the above disclosures.

Signature: _____

Date: _____

(Blue Ink Required)

Appendix A

If your company is currently exporting, please indicate the countries to which your company exports:
(Mark all that apply)

Asia	Africa	Caribbean	Central America	North America
<input type="checkbox"/> Afghanistan <input type="checkbox"/> Bahrain <input type="checkbox"/> Bangladesh <input type="checkbox"/> Belarus <input type="checkbox"/> Bhutan <input type="checkbox"/> Brunei <input type="checkbox"/> Burma <input type="checkbox"/> Cambodia <input type="checkbox"/> China <input type="checkbox"/> East Timor <input type="checkbox"/> Georgia <input type="checkbox"/> Hong Kong <input type="checkbox"/> India <input type="checkbox"/> Indonesia <input type="checkbox"/> Iran <input type="checkbox"/> Iraq <input type="checkbox"/> Israel <input type="checkbox"/> Japan <input type="checkbox"/> Jordan <input type="checkbox"/> Kazakhstan <input type="checkbox"/> Korea, North <input type="checkbox"/> Korea, South <input type="checkbox"/> Kuwait <input type="checkbox"/> Kyrgyzstan <input type="checkbox"/> Laos <input type="checkbox"/> Lebanon <input type="checkbox"/> Macau <input type="checkbox"/> Malaysia <input type="checkbox"/> Maldives <input type="checkbox"/> Micronesia <input type="checkbox"/> Mongolia <input type="checkbox"/> Nepal <input type="checkbox"/> Oman <input type="checkbox"/> Pakistan <input type="checkbox"/> Philippines <input type="checkbox"/> Qatar <input type="checkbox"/> Russia <input type="checkbox"/> Saudi Arabia <input type="checkbox"/> Singapore <input type="checkbox"/> Sri Lanka <input type="checkbox"/> Syria <input type="checkbox"/> Tajikistan <input type="checkbox"/> Taiwan <input type="checkbox"/> Thailand <input type="checkbox"/> Turkey <input type="checkbox"/> Turkmenistan <input type="checkbox"/> United Arab Emirates <input type="checkbox"/> Uzbekistan <input type="checkbox"/> Vietnam <input type="checkbox"/> Yemen	<input type="checkbox"/> Algeria <input type="checkbox"/> Angola <input type="checkbox"/> Benin <input type="checkbox"/> Botswana <input type="checkbox"/> Burkina Faso <input type="checkbox"/> Burundi <input type="checkbox"/> Cameroon <input type="checkbox"/> Cape Verde <input type="checkbox"/> Central African Republic <input type="checkbox"/> Chad <input type="checkbox"/> Comoros <input type="checkbox"/> Democratic Republic of Congo <input type="checkbox"/> Cote d'Ivoire <input type="checkbox"/> Djibouti <input type="checkbox"/> Egypt <input type="checkbox"/> Equatorial Guinea <input type="checkbox"/> Eritrea <input type="checkbox"/> Ethiopia <input type="checkbox"/> Gabon <input type="checkbox"/> Gambia <input type="checkbox"/> Ghana <input type="checkbox"/> Guinea <input type="checkbox"/> Guinea-Bissau <input type="checkbox"/> Kenya <input type="checkbox"/> Lesotho <input type="checkbox"/> Liberia <input type="checkbox"/> Libya <input type="checkbox"/> Madagascar <input type="checkbox"/> Malawi <input type="checkbox"/> Mali <input type="checkbox"/> Mauritania <input type="checkbox"/> Mauritius <input type="checkbox"/> Morocco <input type="checkbox"/> Mozambique <input type="checkbox"/> Namibia <input type="checkbox"/> Niger <input type="checkbox"/> Nigeria <input type="checkbox"/> Rwanda <input type="checkbox"/> Sao Tome and Principe <input type="checkbox"/> Senegal <input type="checkbox"/> Seychelles <input type="checkbox"/> Sierra Leone <input type="checkbox"/> Somalia <input type="checkbox"/> South Africa <input type="checkbox"/> Sudan <input type="checkbox"/> Swaziland <input type="checkbox"/> Tanzania <input type="checkbox"/> Togo <input type="checkbox"/> Tunisia <input type="checkbox"/> Uganda <input type="checkbox"/> Zambia <input type="checkbox"/> Zimbabwe	<input type="checkbox"/> Anguilla <input type="checkbox"/> Antigua & Barbuda <input type="checkbox"/> Aruba <input type="checkbox"/> Bahamas <input type="checkbox"/> Barbados <input type="checkbox"/> Virgin Islands (British) <input type="checkbox"/> Cayman Islands <input type="checkbox"/> Cuba <input type="checkbox"/> Dominica <input type="checkbox"/> Dominican Republic <input type="checkbox"/> Grenada <input type="checkbox"/> Haiti <input type="checkbox"/> Jamaica <input type="checkbox"/> Montserrat <input type="checkbox"/> Netherlands Antilles <input type="checkbox"/> St. Kitts and Nevis <input type="checkbox"/> St. Lucia <input type="checkbox"/> St. Vincent and Grenadines <input type="checkbox"/> Trinidad and Tobago	<input type="checkbox"/> Belize <input type="checkbox"/> Costa Rica <input type="checkbox"/> El Salvador <input type="checkbox"/> Guatemala <input type="checkbox"/> Honduras <input type="checkbox"/> Mexico <input type="checkbox"/> Nicaragua <input type="checkbox"/> Panama	<input type="checkbox"/> Bermuda <input type="checkbox"/> Canada
			Europe	South America
			<input type="checkbox"/> Austria <input type="checkbox"/> Azerbaijan <input type="checkbox"/> Albania <input type="checkbox"/> Armenia <input type="checkbox"/> Belgium <input type="checkbox"/> Bosnia-Herzegovina <input type="checkbox"/> Bulgaria <input type="checkbox"/> Croatia <input type="checkbox"/> Cyprus <input type="checkbox"/> Czech Republic <input type="checkbox"/> Denmark <input type="checkbox"/> Estonia <input type="checkbox"/> Finland <input type="checkbox"/> France <input type="checkbox"/> Germany <input type="checkbox"/> Greece <input type="checkbox"/> Hungary <input type="checkbox"/> Iceland <input type="checkbox"/> Latvia <input type="checkbox"/> Liechtenstein <input type="checkbox"/> Lithuania <input type="checkbox"/> Luxembourg <input type="checkbox"/> Macedonia <input type="checkbox"/> Malta <input type="checkbox"/> Moldova <input type="checkbox"/> Monaco <input type="checkbox"/> Montenegro <input type="checkbox"/> Netherlands <input type="checkbox"/> Norway <input type="checkbox"/> Poland <input type="checkbox"/> Portugal <input type="checkbox"/> Romania <input type="checkbox"/> Serbia <input type="checkbox"/> Slovak Republic <input type="checkbox"/> Slovenia <input type="checkbox"/> Spain <input type="checkbox"/> Sweden <input type="checkbox"/> Switzerland <input type="checkbox"/> Turkey <input type="checkbox"/> Ukraine <input type="checkbox"/> United Kingdom <input type="checkbox"/> Vatican City	<input type="checkbox"/> Argentina <input type="checkbox"/> Bolivia <input type="checkbox"/> Brazil <input type="checkbox"/> Chile <input type="checkbox"/> Colombia <input type="checkbox"/> Ecuador <input type="checkbox"/> Guyana <input type="checkbox"/> Paraguay <input type="checkbox"/> Peru <input type="checkbox"/> Suriname <input type="checkbox"/> Uruguay <input type="checkbox"/> Venezuela
				Oceania
				<input type="checkbox"/> Australia <input type="checkbox"/> New Zealand <input type="checkbox"/> Cook Islands <input type="checkbox"/> Fiji <input type="checkbox"/> Kiribati <input type="checkbox"/> Marshall Islands <input type="checkbox"/> Nauru <input type="checkbox"/> Palau <input type="checkbox"/> Papua New Guinea <input type="checkbox"/> Samoa <input type="checkbox"/> Solomon Islands <input type="checkbox"/> Tonga <input type="checkbox"/> Tuvalu <input type="checkbox"/> Vanuatu
				Other
				<input type="checkbox"/> Subcontractor for Exporter <input type="checkbox"/> Sell to fill-freight