

Services		Notes	Anticipation required
Complete service	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
Corporate	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
Consultancy	General consultancy *	Daily fee (8h).	1 week
Commercial	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	
Import/Export	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
Product IDA	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
Communication	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
Projects	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.