

## Global NY State Trade Expansion Program (STEP) Project Impact Report

COMPANY AND STEP ACTIVITY INFORMATION:	
Company Name:	Report Date:
Address (include Street, City, State, Zip Code):	
Contact Person:	Title:
Telephone #:	E-Mail:
STEP Trade Event or Trade Promotion Activity and Date:	
Country Traveled:	
Level of export experience <input type="checkbox"/> New-to-export <input type="checkbox"/> Market expansion	
Is this a new export market for your business? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please indicate if the following export-related results occurred as a result of assistance granted to your company for participation in the above-named event.	
a. Established overseas market contacts/potential representatives, etc.? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate number (#):	
b. Signed agent or distributor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
c. New/increased business from existing representative or customer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
d. Received orders at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate approximate sales value (\$):	
e. Signed license or joint venture agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No	
f. Other (identify):	
g. Added or plan to add new permanent jobs? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Actual export sales amount resulting directly from completed STEP activity? \$	
If sales have not yet been realized, do you anticipate such an increase in the future? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate how much do you anticipate export sales to increase over the coming year (\$): Over the coming 18 months: (\$)	
I hereby certify that all the information provided in this document, as well as any accompanying documents, are true and complete.	
Signature of Authorized Company Official	Date:
Print Name:	Print Title:

Email the completed STEP Program Participation Report to [globalny@esd.ny.gov](mailto:globalny@esd.ny.gov) or mail the original signed report to:

Global NY  
Empire State Development  
633 Third Avenue, 36 Floor  
New York, NY 10017  
Attn: Global NY STEP Grant



Thank you for completing the Program Impact Report for your STEP trade activity. Your responses to the following section will further help us evaluate the effectiveness of the program you participated in. We look forward to receiving your feedback.

a. Please highlight your experience:
b. Pros / cons of the event / experience:
c. What did you hope to achieve? Was it achieved?
d. Would you recommend our program to other businesses / associates?
e. What recommendations do you have to improve the overall program?