

network enterprise europe



Business Support on Your Doorstep

Business Offer - Profile Template

Updated - July 2014



European Commission

Business Offer Profile

The following table can be used as a template for drafting a Business Offer. Please be sure to refer to the Profile Drafting Guidelines for what information you should include in each field.

Please note:

- Fields marked with asterisk (*) are mandatory
- Fields that can be ticked should only have one selection when drafting the profile unless specified under the field title.

FIELD	Field to be populated
Title *	
Internal Reference	
Summary * (1-500 characters)	
Advantages and Innovations * (50-2000 characters)	
Stage of Development	<input type="checkbox"/> Already on the market <input type="checkbox"/> Available for demonstration <input type="checkbox"/> Concept Stage <input type="checkbox"/> Field Tested / Evaluated <input type="checkbox"/> Project Already Started <input type="checkbox"/> Project in Negotiations - Urgent <input type="checkbox"/> Proposal under development <input type="checkbox"/> Prototype available for demonstration <input type="checkbox"/> Under development / lab tested
Comments regarding Stage of Development	

<p align="center">Description * (100-4000 characters)</p>	
<p align="center">IPR Status Note: Multiple fields can be selected.</p>	<input type="checkbox"/> Copyright <input type="checkbox"/> Design Rights <input type="checkbox"/> Exclusive Rights <input type="checkbox"/> Other (registered design, plant variety, etc.) <input type="checkbox"/> Patent(s) applied for but not yet granted <input type="checkbox"/> Patents granted <input type="checkbox"/> Secret Know-how <input type="checkbox"/> Trade Marks
<p>Comments Regarding IPR Status</p>	
<p>Technology Keywords</p>	
<p>Market Keywords *</p>	
<p>Responsible *</p>	<p>In Merlin, select who from your organisation will be responsible for this profile</p>
<p>Sector Group</p>	<input type="checkbox"/> Aeronautics & space <input type="checkbox"/> Agrofood <input type="checkbox"/> Automotive, transport and logistics <input type="checkbox"/> Bio Chem Tech <input type="checkbox"/> Creative Industries <input type="checkbox"/> Environment <input type="checkbox"/> Healthcare <input type="checkbox"/> ICT Industry and Services <input type="checkbox"/> Intelligent Energy <input type="checkbox"/> Maritime Industry and Services <input type="checkbox"/> Materials

	<input type="checkbox"/> Nano – and Microtechnologies <input type="checkbox"/> Services and Retail <input type="checkbox"/> Sustainable Construction <input type="checkbox"/> Textile and Fashion <input type="checkbox"/> Tourism and Cultural Heritage <input type="checkbox"/> Women entrepreneurship
Restrict Dissemination to specific countries	
Type and Size of Client *	<input type="checkbox"/> Industry SME <= 10 <input type="checkbox"/> Industry SME 11-49 <input type="checkbox"/> Industry SME 50 – 249 <input type="checkbox"/> Industry 250-499 <input type="checkbox"/> Industry >500 <input type="checkbox"/> Industry MNE >500 <input type="checkbox"/> Inventor <input type="checkbox"/> Other <input type="checkbox"/> R&D institution <input type="checkbox"/> University
Year Established *	
NACE keywords *	
Turnover * (Euros – Millions)	<input type="checkbox"/> <1M <input type="checkbox"/> 1-10M <input type="checkbox"/> 10-20M <input type="checkbox"/> 20-50M <input type="checkbox"/> 50-100M <input type="checkbox"/> 100-250M <input type="checkbox"/> 250-500M <input type="checkbox"/> >500M
Already Engaged in Trans - national Cooperation?	<input type="checkbox"/> Yes (In Merlin tick the check box for yes) <input type="checkbox"/> No
Additional Comments	

Certification Standards	
Languages Spoken *	
Client Country	
Type and Role of Partner Sought *	
Profile is Opened for Expressions of Interest?	<input type="checkbox"/> Yes (In Merlin tick the check box for yes) <input type="checkbox"/> No
Type and Size of Partner Sought Note: Multiple fields can be selected.	<input type="checkbox"/> SME < 10 <input type="checkbox"/> SME 11-50 <input type="checkbox"/> SME 51 – 250 <input type="checkbox"/> 251-500 <input type="checkbox"/> >500 <input type="checkbox"/> MNE >500 <input type="checkbox"/> Inventor <input type="checkbox"/> R&D institution <input type="checkbox"/> University
Type of Partnership Considered * Note: Multiple fields can be selected.	<input type="checkbox"/> Acquisition Agreement <input type="checkbox"/> Commercial Agency Agreement <input type="checkbox"/> Distribution Services Agreement <input type="checkbox"/> Financial Agreement <input type="checkbox"/> Franchise Agency Agreement <input type="checkbox"/> Joint Venture Agreement <input type="checkbox"/> License Agreement <input type="checkbox"/> Manufacturing Agreement <input type="checkbox"/> Outsourcing Agreement <input type="checkbox"/> Reciprocal production <input type="checkbox"/> Services Agreement <input type="checkbox"/> Subcontracting
Attachments	To be added in Merlin