****

**BUSINESS REQUEST**

**\* Mandatory fields**

**I. Details**

1. **Title (max. 255 characters)** **\*:**

***Help****: Enter the title of the profile. Remember that this is the very first section to be read.*

*The title should be clear and meaningful for non-experts in the technology or application field. It should enable potential partners to see if the profile interests them..*

*It should be:*

*• Clear AND Concise (It is not an advert, and there is room in the abstract and description for further details)*

*• Attractive (Avoid “marketing speak”: remain as matter-of-fact as possible).*

*Important: Stand-alone acronyms, product names or trademarks are not allowed in the title and that there is a character maximum of 256 characters (including spaces).*

1. **Summary (max. 500 characters) \*:**

***Help****: Add a summary of the request. It should be a short overview (max. 500 words) and aim to answer the following questions:*

*• Where (geographically) is the request from?*

*• What sort of organisation is doing the requesting?*

*• What is being requested (put the emphasis on the “what”, not the “how”)?*

*• What are the main advantages for the user?*

*• Who are the targeted partners?*

*• What sort of deal is sought?*

*The summary is usually the first – and sometimes only – thing potential partners will see.*

1. **Advantages and Innovations (min. 50 – max. 2000 characters) \*:**

***Help****: In this field describe clearly the innovative aspects, economic advantages/benefits of the business and how your services would be of benefit to interested parties.*

*• Consider elements such as performance, ease of use, need of specific know-how, or expertise to adopt the product/service.*

* *Indicate if there is potential for the product to cross over into other industry sectors / markets.*

*• Avoid generalities such as “best” or “unique”, but try to specify innovation by comparison with prevailing products.*

*• Whenever possible, quantify the innovative aspects or advantages of your product, putting the emphasis on explaining the “what” and not the “how”.*

* *Particular points to cover include experience in the sector, strong knowledge of the sector, long lasting existence, innovative distribution services, sales force information, reliability, knowledge of local markets and commercial networks.*
* *Ensure that all input (i.e. performance / ease of use of a product) is backed up in a quantitative way.*

*Please note that a space and punctuation marks each count for one character.*

1. **Stage of Development:**

[ ]  Already on the market

[ ]  Available for demonstration

[ ]  Concept stage

[ ]  Field tested/evaluated

[ ]  Project already started

[ ]  Project in negotiations – urgent

[ ]  Proposal under development

[ ]  Prototype available for demonstration

[ ]  Under development/lab tested

1. **Comments Regarding Stage of Development:**

1. **Profile Origin:**

[ ]  CIP

[ ]  Eurostars

[ ]  FP4

[ ]  FP5

[ ]  FP6

[ ]  FP7

[ ]  National R&D programme

[ ]  Other

[ ]  Other European R&D programme

[ ]  Private (in-house) research

[ ]  Regional R&D programme

1. **Description (min. 100 – max. 4000 characters) \*:**

***Help****: Whenever possible, provide background information or a short introductory text to the technology described (this can usually be found with an internet search).*

***•****Describe the technology or product; try to indicate clearly the innovation you propose (provide quantitative data if possible and put the emphasis on explaining the “what” and not on the “how”).*

***•****Elaborate on points covered in your summary. If possible back up descriptions with data to support any claims.*

***•****Provide information about the expertise or know-how of the proposer.*

***•****Do not include a sales promotion of your technology or product.*

***•****Do not include the advantages of the technology / product, it will come below.*

***•****Do not write your description with a specific market in mind: concentrate on the business/technological aspects of the technology/product you are requesting.*

***•****If you use abbreviations, please make sure that full names are given, as well as further explanation (if necessary).*

***•****Please make sure that your profile is understood by people who may not be the experts in this particular technology field.*

***Important****: Stand-alone acronyms, product names or trademarks are not allowed in the description.*

1. **Technical Specification or Expertise Sought \*:**

1. **IPR status:**

[ ]  Copyright

[ ]  Design Rights

[ ]  Exclusive Rights

[ ]  Granted patent or patent application essential

[ ]  Other (registered design, plant variety, etc.)

[ ]  Patent(s) applied for but not yet granted

[ ]  Patents granted

[ ]  Secret know-how

[ ]  Trade Marks

1. **Comments Regarding IPR status:**

**II. Dissemination**

1. **Technology Keywords (max. 5 keywords)** *(double click on file)* **\*:**



1. **Market Keywords (max. 5 keywords)** *(double click on file)* **\*:**



1. **NACE Keywords (max. 5 keywords)** *(double click on file)* **\*:**



1. **Restrict dissemination to specific countries: \***

*(choose from:* ***EU countries****: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Rumania, Slovakia, Slovenia, Spain, Sweden, United Kingdom of Great Britain and Northern Ireland.****Countries outside the European Union****: Armenia, Bosnia and Herzegovina, Chile, China, Croatia, Egypt, Iceland, Israel, Montenegro, Norway, Russia, Serbia, Switzerland, Syria, Macedonia, Turkey and the United States.)*

**III. Your company**

1. **Type and Size of your company \*:**

[ ]  Industry >500 (Enterprise with more than 500 employees)

[ ]  Industry MNE >500 (Multinational enterprise with more than 500 employees)

[ ]  Industry 250-499 (Enterprise with 250 – 499 employees)

[ ]  Industry SME <= 10 (Small to Medium sized enterprise – 10 or less employees)

[ ]  Industry SME 11-49 (Small to Medium sized enterprise – 11 to 49 employees)

[ ]  Industry SME 50 – 249 (Small to Medium sized enterprise – 50 to 249 employees)

[ ]  Inventor

[ ]  Other

[ ]  R&D institution (Research and Development institute)

[ ]  University (Accredited place of learning)

1. **Year Established \*:**

1. **Turnover in Euros (€) \*:**

[ ]  <1M (Less than 1 million Euros)

[ ]  1-10M (Between 1 and 10 million Euros)

[ ]  10-20M (Between 10 and 20 million Euros)

[ ]  20-50M (Between 20 and 50 million Euros)

[ ]  50-100M (Between 50 and 100 million Euros)

[ ]  100-250M (Between 100 and 250 million Euros)

[ ]  250-500M (Between 250 and 500 million Euros)

[ ]  >500M (500 million Euros or greater)

1. **Already Engaged in Trans-National Cooperation**

[ ]

1. **Additional Comments**

1. **Certification Standards:**

1. **Languages Spoken \*:**

1. **Your Country:**

**IV. Partner Sought**

1. **Type and Role of Partner Sought \*:**

***Help****:* ***This is one of the most important fields when creating a profile****. Insert information regarding the type and role of Partner sought. Enter as much detailed information as possible as this allows prospective partners to be fully aware of your needs and expectations.*

*As a rule the following information should be addressed as a minimum:*

*• The type of Partner Sought (industry, academic, research organisation, business etc.)*

*• The tasks to be performed by the partner sought (you should state clearly what you expect from your partner).*

*• Remember multiple types of partners and partnerships can be considered but at least some of the tasks to be performed should be consistent with the type of partnership you are discussing in the Summary, Description and other sections of this profile. Everything should conform.*

1. **Type and Size of Partner Sought:**

[ ]  Industry >500 (Enterprise with more than 500 employees)

[ ]  Industry MNE >500 (Multinational enterprise with more than 500 employees)

[ ]  Industry 250-499 (Enterprise with 250 – 499 employees)

[ ]  Industry SME <= 10 (Small to Medium sized enterprise – 10 or less employees)

[ ]  Industry SME 11-49 (Small to Medium sized enterprise – 11 to 49 employees)

[ ]  Industry SME 50 – 249 (Small to Medium sized enterprise – 50 to 249 employees)

[ ]  Inventor

[ ]  R&D institution (Research and Development institute)

[ ]  University (Accredited place of learning)

1. **Type of Partnership Considered \*:**

[ ]  Acquisition agreement

[ ]  Commercial agency agreement

[ ]  Distribution services agreement

[ ]  Financial agreement

[ ]  Franchise agency agreement

[ ]  Joint venture agreement

[ ]  License agreement

[ ]  Manufacturing agreement

[ ]  Reciprocal production

[ ]  Services agreement

[ ]  Subcontracting

**VI. Your Contact Information**

(All fields are mandatory - The fields in grey are confidential and for internal use only)

1. **Company:**

1. **City:**

1. **Country:**

1. **Street:**

1. **Postal code:**

1. **Web site:**

1. **Contact person:**

1. **Position in the company:**

1. **Telephone:**

1. **Fax:**

1. **General e-mail:**

1. **E-mail contact person:**

**Enterprise Europe Network Contact details**

|  |  |
| --- | --- |
| Enterprise Europe Network | **Enterprise Europe Network – Dobrich** |
| Contact Person | **Georgi Kolev** |
| Phone  | **+359 58 601472** |
| E-mail | gkolev@cci.dobrich.net  |