

EXHIBIT C

TENNESSEE STEP PROGRAM REQUEST FOR REIMBURSEMENT FORM

Please submit this Request for Reimbursement within 15 days of completion of an approved project. The following documents must be submitted along with the Request for Reimbursement:

- Copies of all invoices for all eligible expenses.
- Proof of payment in full, in US dollars, for all eligible expenses.
- Proof of project completion.

Section A – Company Information

- 1) Company name:
- 2) Name and title of authorized STEP contact person:
- 3) Street:
- 4) City, State, ZIP:
- 5) Telephone:
- 6) Email:
- 7) Website:

Section B – Project Details

- 8) Please check the type(s) of project that you have completed:
 - Export promotion services through the U.S. Department of Commerce, U.S. Commercial Services (e.g., Gold Key, Trade Winds)
 - International Website Optimization
 - Marketing Media Design
 - Trade Show Exhibition
- 9) Please describe the completed project, including the product(s) and/or service(s) involved in this project.
- 10) Project completion date:

11) What specific country or countries did you target and/or connect with during this project? Country Comments (optional) TARGETED

COUNTRY (Must list at least one specific country)		COMMENTS (Optional)
	<input type="checkbox"/> Targeted <input type="checkbox"/> Connected	
	<input type="checkbox"/> Targeted <input type="checkbox"/> Connected	
	<input type="checkbox"/> Targeted <input type="checkbox"/> Connected	
	<input type="checkbox"/> Targeted <input type="checkbox"/> Connected	
	<input type="checkbox"/> Targeted <input type="checkbox"/> Connected	

12) How did, or how will, this project increase your export sales? Please be specific.

13) Did this project result in any serious business leads? Please explain.

Yes

No

Please Explain:

14) Please indicate the amount of ACTUAL export sales (in dollars) that were realized as a result of this project.

15) Please estimate the amount of FORECASTED export sales (in dollars) you hope to achieve as a result of this project within the next 12-18 months?

16) Please indicate the number of jobs your company hopes to retain or add due to increased exports in the next 1- 2 years?

of jobs retained:

of jobs added:

17) Please describe your future export marketing plans that will build on this project

Section C – Project Expenses

18) Total project cost:

19) Total reimbursement request:

20) Please check to make sure the following documents are included with your Request for Reimbursement:

REQUIRED: Copy of final invoices to your company (with proof of payment) for all expenses claimed as eligible under STEP.

REQUIRED: Proof of payment, in full, by your company for all expenses claimed as eligible under STEP. If not U.S. dollars, please convert and provide proof of any calculations.

REQUIRED: Proof of project completion (e.g., report from service provider, link to website that was optimized for international commerce, copy of marketing materials produced, photo of exhibit booth, etc.)

Name (must be an authorized signer for the company)

Date

Title

Company

Signature

For more information or assistance, please contact:
STEP Grant Director: Jeff Overby / 615-460-6499 / TEI@belmont.edu