



**United States  
Department of  
Agriculture**

Foreign Agricultural  
Service

Forest and Fishery  
Products Division

Agricultural Handbook  
No. 662

Revised  
January 2002

# A Guide to Exporting Solid Wood Products





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## **Abstract**

This guide is intended to help U.S. wood products producers examine and prepare for export markets by providing them with a brief overview of the necessary steps in developing a successful export marketing strategy. It details how to obtain accurate, up-to-date export market information so that the production, scheduling, and shipping of U.S. wood products can be done profitably. It also refers and links to numerous other information sources of interest to export-minded wood organizations.

**Keywords:** Wood products, export markets, exporting, market information, export financing, shipper's export declaration, shipping documentation, business organization, market development cooperators, trade servicing.

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Many of the terms and definitions used in this book were taken from *Terms of the Trade*, a reference book published by Random Lengths. Thanks also go to the State and Federal agencies, cooperators, and others mentioned in the guide who provided information and assistance.

The material in this publication was prepared solely for the purpose of assisting U.S. firms interested in exporting U.S. solid wood products. References to private publications and firms do not imply endorsement by the Foreign Agricultural Service or the U.S. Department of Agriculture.

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## Introduction

World exports in solid wood products continue to rise steadily and surpassed \$60 billion for the first time in 1999. During the past 20 years, the United States has become increasingly active in world wood products trade. In the 1980's, partly in response to the U.S. recession in 1981-82, U.S. companies began to consider foreign countries as long-term markets. As a result, U.S. exports of solid wood products increased from \$3.7 billion in 1980 to a high of \$7.3 billion in 1995. However, due to harvest restrictions on public lands, the strong dollar, and a booming domestic economy, the United States became the world's largest importer of solid wood products in second half of the 1990's. From 1980 through 2000 the share of softwood logs as a percentage of the value of U.S. solid wood exports dropped from 40 percent to 15 percent. Lumber, plywood, and a wide variety of value-added products now assume a much greater importance in our diversified portfolio of export products. It is clear that trade in solid wood products has become very important to the U.S. forest sector, and it is likely to become even more so.

Firms servicing the export market can complement, expand, and diversify their outlets for forest products. The export market will continue to provide greater income, new jobs, and increased profitability for U.S. wood producers. A stronger forest products industry will lead to new investments in forest management, thus assuring a continuous supply of wood and fiber for the United States and its customers overseas.

A genuine commitment to exporting begins with a long-term attitude towards overseas markets. To be successful, producers must create and follow a foreign market strategy that is integral to their overall business plan. Developing long-standing working relationships with foreign importers will require maintaining commitments to them even when their markets are weak. A scattered, "in-and-out" approach may lead to a few unsustained sales. It is far better to gauge one's competitiveness in selected overseas markets early on, understand the requirements of key importers, and then develop long-term relationships that help solve the supply problems and quality concerns of these key accounts.

## Exporting Wood Products: Advantages and Risks

The decision to enter the export market requires the producer to commit sufficient managerial, economic, and financial resources to the task. Each company must weigh the advantages and disadvantages of exporting to determine if projected profits, possible losses, and inherent risks justify management's commitment to exporting.

The advantages of exporting wood products include: new marketing and financial opportunities (which allow the firm to grow financially and corporately), diversification of risk, and increased financial leverage and credit. In addition, revenue derived from export sales permits spreading fixed costs over a greater number of production units. Wider margins may therefore be realized on higher valued products.

Producing for foreign markets can also have its downside. Tailoring wood products to foreign standards and specifications requires skilled personnel for production and shipping operations. Also, manufacturing goods to foreign specifications sometimes requires a change in the production process that may be incompatible with existing high-speed, high-volume manufacturing practices. Therefore, production costs per unit may be higher if new machinery and personnel are required. If wood products designed and produced to foreign specifications need to be sold on the domestic U.S. market, they may require additional processing such as resawing, planing, or sanding.

Common mistakes made by companies entering the export market are:

- Failing to obtain qualified export counseling (inability to understand market demand).
- Failing to develop an international marketing plan (inability to focus on best way to serve new markets).
- Insufficient commitment by top management to overcome the initial difficulties and financial requirements of exporting.
- Insufficient care in selecting overseas agents or distributors.
- Filling orders from around the world (the shotgun approach) instead of establishing a basis for profitable operations and orderly growth by actively seeking customers in targeted areas.
- Neglecting the export business when the U.S. market booms.
- Failing to treat international customers on an equal basis with domestic counterparts.
- Failing to understand or respect foreign cultural differences relating to business practices and product usage.
- Unwillingness to modify products to meet the regulations or cultural preferences of other countries.

- Failing to print service, sales, and warranty messages in locally understood languages.
- Failing to consider the use of an export management company or other marketing intermediary knowledgeable in foreign distribution channels.
- Failing to consider licensing or joint-venture agreements.

Success in exporting hinges on an exporter's willingness to allocate sufficient resources to research foreign demand, and to develop contacts. The exporter must also be able to produce, market, ship, and sell wood products overseas. This is called trade servicing.

**Trade Servicing:  
The Key to Success**

Trade servicing involves identifying key importers, distributors, and buyers, and most of all maintaining good relationships with them. This is particularly significant given the traditional U.S. wood exporter's reputation overseas as an occasional supplier, selling only when supplies permit. The most effective producers are those which have stayed in the export market in good times as well as bad. Being reliable sometimes means sacrificing short-term gains for long-term market development opportunities.

There is no substitute for a good working relationship with the overseas buyer. These good long-term relationships are best established through a series of quality interactions. They usually require face to face contact in the early stages. For example, after meeting a wood products buyer at an overseas trade show and making a few shipments, invite the buyer to visit your facility in order to strengthen the relationship. Increasing your business will ultimately depend on providing solutions to your buyer's problems, and this will require a full understanding of their needs.

## Supply Considerations

### Deciding What To Sell Overseas

When considering which products to export, firms should conduct a thorough analysis of potential markets as well as their own capabilities. Items to be considered include: Current production, access to timber resources (species, quality, and quantity) and processing facilities, transportation, proximity to ports, and willingness to cut special orders or schedule the mill to cut or produce for export markets. Success in the export market may involve adapting production facilities to produce to foreign grades and specifications.

### Deciding Where To Sell Overseas

It is imperative that firms interested in exporting take time to research the markets where they're interested in selling their products. By building a knowledge base about different countries, the new exporter will be able to pinpoint those countries that are most suited to the products they produce. Once a slate of target countries has been chosen, become knowledgeable about those countries and develop a consistent pattern of trade contacts with importers in those countries. Nurturing a commitment to marketing in one or two countries before branching out can help determine a firm's strengths, weaknesses, and limitations in serving export markets. Once the exporters develop expertise, they may feel confident enough to test new markets and products and to diversify their market portfolio.

### Pricing Products for Export

Table 1 on page 5 outlines the elements of a price quote for each stage through which products move as they pass from the mill to the port of destination overseas. The quote basis used, such as free-on-board (f.o.b.) vessel or cost, insurance, and freight (c.i.f.) named port overseas, will depend on the arrangement negotiated with the importer. A price quote that more closely reflects the cost of goods delivered to the importer's yard has a much better chance of being negotiated and accepted than a quote based on delivery to the U.S. port prior to export.

Quotes should include information on shipping arrangements and dates, payment terms, and total weights and/or volume (in metric). The actual price quote will be influenced by foreign import demand, freight rates, insurance costs, domestic supplies, and proximity to exporting facilities and ports.

Quotes based solely on domestic U.S. prices plus additional transportation, handling, and insurance costs may not be acceptable in international trade. This depends on the negotiations between the U.S. exporter and the foreign buyer. Current benchmark or average prices for specific species and grades of forest products in international trade may be obtained from the publications and newsletters outlined in this handbook.

In the United States, forest products are bought and sold according to weight and/or volume designations such as 1,000 board feet, 1,000 square feet. In foreign countries, common volume units in the wood trade are cubic meters, square meters, and metric tons.

The exporter must be familiar with converting U.S. volume measurements to the metric system. An on-line forest products volume conversion program is given in appendix VIII. Shipping weights and volumes for a number of products and species are shown in appendix IX.

**Table 1: Elements of Pricing Goods for Export**

Terms of Sale	EXW	FCA	FAS	FOB	CFR	CIF	CPT	CIP	DAF	DES	DEQ	DDU	DDP
Obligations and Charges	ex-works	free carrier	free alongside ship	free on board	cost freight	cost insurance & freight	carriage paid to	carriage insurance paid to	delivered at frontier	delivered ex ship	delivered ex quay	delivered duty unpaid	delivered duty paid
Warehouse Services	S	S	S	S	S	S	S	S	S	S	S	S	S
Export Packing	S	S	S	S	S	S	S	S	S	S	S	S	S
Forwarder Fees	B	S	S	S	S	S	S	S	S	S	S	S	S
Loading at Point of Origin	B	S	S	S	S	S	S	S	S	S	S	S	S
Inland Freight	B	E	S	S	S	S	S	S	S	S	S	S	S
Port Receiving Charges	B	E	S	S	S	S	S	S	S	S	S	S	S
Export Clearance	B	S	S	S	S	S	S	S	S	S	S	S	S
Ocean/Air Freight	B	B	B	B	S	S	S	S	S	S	S	S	S
Marine Insurance	B	B	B	B	B	S	S	S	S	S	S	S	S
Charges in Foreign Port	B	B	B	B	B	B	B	B	B	B	S	S	S
Customs Clearance	B	B	B	B	B	B	B	B	B	B	B	B	S
Customs Duties	B	B	B	B	B	B	B	B	B	B	B	B	S
Delivery Charges to Final	B	B	B	B	B	B	B	B	B	B	B	S	S

B: Buyer Pays

S: Seller Pays

E: Either May Pay

Source: First National Bank

## **Certified Wood**

### **Definition**

In theory, informed consumers demand products which come from well managed forests but are unable to distinguish them from wood products originating in poorly managed forests. Certification allows consumers to make this distinction. The objective of certification is the improvement and documentation of forest management practices. It can be an important market-based tool to encourage and create incentives for sustainable forest management.

### **Where Is the Demand for Certified Wood?**

The global market for certified forest products has remained small. Although trade statistics do not distinguish between certified and noncertified wood, most analysts agree that certified wood products represent only a tiny fraction of the market.

Nonetheless, in certain industry segments, certified wood sells. This is especially true in more developed countries where environmental awareness is significant. However, retailers, not consumers, have become the drivers of demand. For example, some retailers have announced that they will only sell wood from sustainable sources, and some retailers in Northern Europe have begun forming buyers' groups with a commitment to purchase certified forest products whenever possible. Faced with the prospect of environmental groups picketing and creating negative publicity, some retail chains have decided that they must make a commitment to buy certified wood products.

### **Competing Certification Schemes**

The ability to set up viable certification systems varies widely, as the cost of certification presents a greater burden for small forest owners. To avoid the imposition of unacceptable certification requirements, forest product producers have created their own certification and certification-like mechanisms. Today, several certification schemes are competing for support and recognition.

The Forest Stewardship Council (FSC) certification is perhaps the best known certification scheme. It has strong support from environmental groups. Created in 1993, FSC has been a driving force behind the movement towards certification and has been the most aggressive in marketing itself. In response to various industry complaints about the specifics of FSC, and in order to respond to varying regional needs, national and regional certification mechanisms have also evolved. The best known of these is the Pan European Forest Certification (PEFC) scheme. The PEFC is different from FSC in that it relies largely on recognition of national certification schemes in Europe and has stronger support from European industry.

In the United States, the Sustainable Forestry Initiative Program (SFI) has been created to promote sustainable forest management. Like PEFC, SFI gets its strongest support from the forest products industry. There are 157 member companies and licensees representing 84 percent of paper production, 50 percent of solid wood production, and 90 percent of industrial timberland in the

United States. The American Tree Farm System, which was the first certification scheme in North America, has a mutual recognition agreement with SFI.

There are many national and international forest certification schemes at various stages of development. FSC supporters argue that theirs should be the only certification scheme and that many of the industry-promoted mechanisms are merely confusing the public by labeling the status quo. The International Forest Industry Roundtable (IFIR) has proposed development of an internationally accepted mutual recognition framework to link the different sustainable forestry management (SFM) standards and certification systems. The eventual goal would be to develop a single SFM trademark encompassing all credible certification approaches.

When getting involved in exporting, you should consider how certification may affect you. If you are not certified this may be a problem in certain markets. If you are currently certified, will your certification be recognized in your target country?

If you are exploring certification, you first must determine which certification system will meet your company's needs. Forest certification systems share the common goal of assuring the public that participating companies and landowners are committed to good forest stewardship. To distinguish among the initiatives, consider the following factors:

- Geographic coverage (i.e. global, regional or national)
- Standards used
- Existence of on-product labels
- Use of independent, third-party certification organizations
- Forest industry and/or environmental group support

#### Different Certification Schemes:

##### GLOBAL

Forest Stewardship Council (FSC)  
International Organization for  
Standardization (ISO)

##### REGIONAL

Pan European Forest Certification  
(PEFC)

##### NATIONAL

Canadian Standards Association  
(CSA)  
Sustainable Forestry Initiative (SFI)  
Lembaga Ekolabel Indonesia (LEU)  
Malaysia's National Timber  
Certification Council (NTCC)

## **Adequate Supply of Certified Wood?**

Many retailers have been frustrated with the lack of available certified wood once they have committed to its purchase. For example, the environmental coordinator for B&Q, a large do-it-yourself chain in the United Kingdom, complained recently that it is having difficulty finding adequate supplies of FSC certified wood. As a result, B&Q has now decided to accept wood certified by Norway's Living Forests Scheme, as well as the FSC Finnish Forest Certification Council. Other retailers have also been forced to broaden their approach, choosing to recognize any credible certification scheme in order to meet commitments.

To learn more about certification visit:

- The United Nations Economic Commission for Europe Timber Committee at <http://www.unece.org>
- The International Tropical Timber Organization at <http://www.itto.or.jp>
- The Forest Stewardship Council at <http://www.fscoax.org>
- The Pan European Forest Certification at <http://www.pefc.org>
- The American Forest & Paper Association at <http://www.afandpa.org>
- The Confederation of European Paper Industries at <http://www.cepi.org/htdocs/press/index.htm>.

## Financing Exports

### Payment Options for Export Shipments

Once the seller has determined the risks that his or her company can afford to take, it's time to evaluate the risks associated with the more common methods of payment. Listed below are the four most popular options used for receiving payment for exported goods. Ranked in order of seller's risk from the most secure to the least secure, they are: **Cash in advance, Documentary letter of credit, Documentary collection, and Open account.**

When deciding which of these options is best for your sale, remember that every transaction involves two commodities: the product and the money. Because of the intense competition for export markets, being able to offer attractive payment terms to a buyer is often necessary to make a sale.

#### Cash in Advance

Full payment, cash in advance is considered the safest method of collecting payment for the seller. The buyer bears all the risk in the sale because payment is received before the shipment is made. The percentage of trade conducted requiring full payment, cash in advance is very low. Typically only sellers of products in high demand or products custom manufactured for the buyer are able to demand full payment, cash in advance terms. However, some sellers can obtain a down payment for the goods via cash in advance.

Cash in advance to a U.S. seller is typically in U.S. dollars. Cash in advance can take the form of a wire transfer or payment by check. An international wire transfer is the preferred method, because it allows for the funds to be available once they are received. Most wire transfers can be completed in 2 to 3 days. Fees for wire transfers do add up and typically are deducted from the proceeds. Exact and complete routing instructions are very important.

Collecting payment using a check drawn on the buyer's bank is a less attractive option than wire transfer because it can result in delays of several weeks until final receipt of funds. Avoid accepting checks issued by foreign companies or individuals. If the buyer pays by check, made payable in U.S. dollars and drawn on a U.S. bank, the collection process is the same as for any U.S. check. With any check, there is a risk that it may be returned due to insufficient funds in the buyer's account.

An additional factor to consider is that advance payment may create a cash flow problem and increases the risk to the buyer. As the seller, you have the buyer's money, but have not shipped the goods. The buyer is at risk that you will be unable to ship the goods as contracted. If another producer is willing to extend credit, the buyer may go elsewhere.

#### Documentary Letter of Credit

A documentary letter of credit (L/C) is a commitment from the issuing bank to pay the seller as beneficiary, a specified amount provided certain terms and conditions of the letter of credit are met. All L/C's are irrevocable, which means that once the L/C is established it cannot be revoked or changed without the consent of all parties, unless they specifically state that they are revocable.

The L/C more evenly distributes risk between the seller and buyer. The seller is assured of payment when the conditions of the L/C are met and the buyer is assured that the conditions specified are documented and shipment of the goods has been made. It is a common method of payment, especially when the seller/buyer relationship is a new one.

The L/C is, however, not without drawbacks. If discrepancies exist in the documents required by the L/C that cannot be corrected by the seller, the buyer has the option to approve the discrepancies and pay for the shipment, usually at a discount, or to reject the shipment. If the shipment is rejected, the seller retains title to the goods.

A rejected shipment means that the seller must quickly locate a new buyer, renegotiate with the buyer, usually at a lower price, or pay for the shipment to be returned. Costs of a L/C add to the price of the product and can tie up the buyer's working capital or credit line.

A word of advice: Sellers should always have their banker and freight forwarder carefully scrutinize the L/C. They can help you determine if the L/C is legitimate and if the terms and conditions specified can be met. Bankers and forwarders can also help to prepare documents and reduce the chance of discrepancies.

There are four parties formally involved in the collection of payment using a L/C:

- Buyer or applicant
- Applicant's bank or issuing bank
- Beneficiary's bank (which can act as an advising bank or confirming bank)
- Seller or beneficiary

A L/C is either confirmed or advised by the beneficiary's bank. When a L/C is confirmed, the beneficiary's bank (the confirming bank) accepts the credit risk (commercial risk) of the issuing bank as well as the country risk (political risk). Under an unconfirmed, or advised L/C, the beneficiary's bank acts to review the documents specified in the L/C but does not pay on those documents (negotiate the documents). An advising bank passes the documents to the issuing bank who in turn reviews the documents, determines if they are acceptable (negotiates the documents) and pays the beneficiary by forwarding funds to the advising bank.

It is preferable to get the letter of credit confirmed by a U.S. bank because the U. S. bank accepts the responsibility to pay and the seller receives payment as soon as the documents are presented. This also guarantees the seller that payment terms and conditions of the letter have been met.

Another thing to consider about a letter of credit is whether or not it is transferable. In a case where the seller is acting as a broker for or shipper of the goods, and the seller does not wish to take title to the goods, the letter of credit could be transferred to a secondary beneficiary. This allows the bank named in the letter of credit to transfer all or part of the beneficiary's rights under the letter of credit to a secondary beneficiary.

For more information on L/Cs, consult the Uniform Customs and Practices for Documentary Credits, International Chamber of Commerce (ICC) publication No. 500 or an international banker who can provide you with further guidance.

### **Documentary Collection**

A documentary collection is a method of payment whereby the seller uses a bank as an agent in obtaining payment from the buyer. A documentary collection most often consists of a collection instruction, financial documents used for obtaining payment for money, and commercial documents (invoices, bills of lading, quality certificates, etc.). The collection instruction provides complete and precise instructions to the banks including contact points for seller and buyer, their respective banks, amounts and currencies to be collected, a list of documents enclosed, the terms and conditions upon which payment or acceptance is to be obtained, charges to be collected, interest to be collected, if applicable, the method of payment, and instructions in case of non-payment. To collect payment from a foreign buyer using a documentary collection, the seller sends collection instructions, a draft or other demand for payment, and the related commercial document set through bank channels to the buyer's bank. The buyer's bank releases the documents to the buyer upon receipt of payment or promise of payment. The banks involved in facilitating this collection process have no responsibility to pay the seller should the buyer default. Documentary collection carries the risk that the buyer will walk away from the sale either because they cannot pay for the goods, the market price has dropped, or they cannot sell the goods locally. If this occurs, it is the burden of the seller to locate a new buyer or pay for return shipment.

Documentary collections are best considered when shipping by ocean freight. This is because the ocean bill of lading (B/L) is a negotiable document and acts as title to the goods. The steamship company will not release the shipment from the port unless the buyer has the original B/L, which the buyer cannot obtain unless they agree to pay the bank. In the case of air shipments, the B/L is not a negotiable document, does not act as title to the goods, and the benefit of using a documentary collection can be lost.

For more information on Documentary Collections, consult the Uniform Rules for Collections, International Chamber of Commerce (ICC) publication no. 522 or an international banker who can provide you with further guidance.

**Drafts**—A draft (or bill of exchange) is a written order by one party directing a second party to pay to the order of a third party. Drafts are negotiable instruments easily transferable from one party to another. There are two types of drafts: sight drafts and time drafts.

**Sight Drafts**—In the case of a sight draft, once the goods have been shipped, the seller signs the original bill of lading and delivers it to the bank along with the sight draft, invoices, and other supporting documents required by the buyer and destination country, to be forwarded to the buyer's bank. The buyer's bank then notifies the buyer that it has received the documents. When the buyer pays the sight draft, the bank releases the bill of lading, passing title of the goods to the buyer.

**Date or Time Drafts**—A time draft requires payment within a certain time after the buyer accepts the draft and receives the goods. By signing and writing “accepted” on the draft, the buyer is expected to pay within the stated time period. A buyer can delay payment by delaying acceptance of the draft or refusing to pay at maturity. In most countries, an accepted time draft is stronger evidence of debt than an unpaid invoice.

### **Open Account**

Under an open account transaction, the seller agrees to provide the goods to the buyer who agrees to make payment at a specified future date. Payment by the buyer is typically made by wire transfer or check. Open account is a high-risk method of payment for the seller. The seller must be confident that the buyer is well established, has a long and favorable payment record, has good credit, and is able to convert currency into U.S. dollars. Collection on delinquent payments under open account may be difficult and costly if the obligation of the buyer to pay the seller is not well documented. Even when well documented, collection on delinquent open account sales usually requires legal action in the buyer’s country.

## **Additional Methods of Payment**

### **Standby Letter of Credit**

Like the letter of credit, the standby letter of credit is a commitment or promise from the buyer’s bank to pay the seller only if another business transaction specified in the standby letter of credit is not performed. For example, if the buyer and seller have agreed to an open account sale and the buyer defaults, the seller could present a sight draft and a written statement to the bank certifying that the buyer has failed to make payment on the shipment secured by the standby letter of credit and collects payment from the buyer’s bank. Standby letters of credit are also frequently used as performance security such as when a seller is bidding on an international tender by a state trading company. In this case, the buyer may require the seller to open a standby letter of credit and if the seller is unable to perform the export sale contract, the buyer can draw on the value of the standby L/C as a penalty.

### **Credit Card**

U.S. exporters who sell directly to the consumer may select credit cards as a viable method of payment. The rules governing credit card transactions differ from domestic use to international use. Exporters should check with their credit card companies for specific rules on international use of credit cards.

### **Consignment**

Under consignment, the foreign distributor sells goods on behalf of the exporter, and the goods are available on a deferred basis. The exporter does not receive payment until the distributor sells the goods and transfers title of the goods. The exporter usually assumes the political and commercial risk for the goods until the payment is received.

If the foreign distributor is unable to sell the goods, the exporter must pay for the return shipment or dispose of the remaining goods themselves. This method of payment is extremely risky for the exporter and is generally not used by U.S. companies.

### **Countertrade and Barter**

Countertrade or barter may be necessary when selling to companies that cannot obtain convertible currency. In countertrade, the “buyer” agrees to undertake specified initiatives that compensate and benefit the “seller.” Barter is the exchange of goods or services between two parties without using currency. These two methods of payment should be considered only in exceptional circumstances when extreme creativity is needed by an experienced exporter to complete the sale.

### **Mixed Methods**

The payment options discussed in this section are not mutually exclusive. It is possible, and frequently practiced, that a seller will use a combination of payment methods. For example: the seller may require 50 percent of the payment as cash in advance using a wire transfer and the remaining 50 percent documentary collections using a sight draft.

### **Currency of Payment**

The simplest currency of payment for U.S. exporters is U.S. dollars. When quoting prices and requiring payment in U.S. dollars, exporters are placing the burden and risk of foreign currency conversion on the buyer. On the other hand, some U.S. exporters that are knowledgeable about foreign exchange may find it profitable to accept payment in other currencies. However, the exporter then assumes the foreign exchange risk. Hedging against foreign exchange risk is possible for many currencies, but the exporter’s portfolio of foreign exchange risk exposure should be reviewed with a foreign exchange specialist.

### **Exporter’s Checklist for Reviewing a Letter of Credit**

1. \_\_\_\_\_ Ask for a sample letter of credit to review.
2. \_\_\_\_\_ Has the credit been confirmed, if requested?
3. \_\_\_\_\_ Is the type of credit (revolving, transferable, etc.) as agreed?
4. \_\_\_\_\_ Is the amount of the credit sufficient to cover all costs permitted by the terms of the contract? Are the Incoterms (standard terms used in trade) correct? Have the terms “about” or “approximately” been included?
5. \_\_\_\_\_ Is the credit available with your bank, freely negotiable, or available with any bank, or is it restricted to the issuing bank or any other designated bank?
6. \_\_\_\_\_ Are the descriptions of the goods and unit prices, if any, in accordance with the sale contract? Have the terms “about” or “approximately” been included, if requested?

7. \_\_\_\_\_ Are transshipment and partial shipments allowed, if necessary?
8. \_\_\_\_\_ Are the points of dispatch/taking in charge/loading on board of the goods, as the case may be, and of discharge/final destination as agreed?
9. \_\_\_\_\_ Do the shipping and expiry dates allow sufficient time for processing the order, shipment, and presenting the documents to the bank? Does the period for presentation of documents after issuance of the transport document also allow sufficient time?
10. \_\_\_\_\_ Are the provisions for insurance in accordance with Incoterms?
11. \_\_\_\_\_ Can the necessary documents be obtained in the form required and in the time frame allowed by the credit?
12. \_\_\_\_\_ Have any unacceptable conditions been added to the credit without your approval such as an inspection certificate to be provided by the buyer?

*Source: Firstar Bank*

**Commercial Letter of Credit: Common Discrepancies Which Can Lead to Nonpayment**

**General**

- Documents inconsistent with each other
- Description of goods on invoice differs from that in the credit
- Marks and numbers differ between the documents
- Absence of documents called for in the credit
- Incorrect names and addresses

**Draft (Bill of Exchange)**

- Amount does not match invoice
- Drawn on wrong party
- Not endorsed correctly
- Drawn payable on an indeterminable date

**Transport Documents**

- Shipment made between ports other than those stated in the letter of credit
- Signature on bill of lading does not specify on whose behalf it was signed
- Required number of originals not presented

- Bill of lading does not evidence whether freight is prepaid or collect
- No evidence of goods actually “shipped on board”
- Bill of lading incorrectly consigned
- “To order” bills of lading not endorsed

### **Insurance**

- Insurance document presented of a type other than that required by the credit
- Shipment is under insured
- Insurance not effective for the date in the transport documents
- Insurance policy incorrectly endorsed

### **Deadlines**

- Late shipment
- Late presentation of documents
- Credit expired

## **Options for Financing Export Operations**

### **Payment and Finance Terms**

In addition to defining the terms of payment, provisions should be included for late payments, partial payments, and remedies for nonpayment. The terms of payment should consider the use of letters of credit.

There are many sources of financial assistance and insurance available to U.S. exporters in addition their own working capital or their bank line of credit. A variety of programs are available from USDA to help exporters insure or extend credit for their sale. See pages 43-45 for a description of these. A few other options are described below.

### **Commercial Banks**

Commercial banks can assist you in financing export transactions. They can also help process letters of credit, drafts, and other types of payments. Banks make export loans backed by U.S. Government export loan guarantees.

Because many banks have international departments or correspondent banks in foreign countries, they can be a valuable asset in helping you export. When selecting a bank to handle your export transactions, it is important to identify a bank that is willing to serve your needs.

## **Export Management and Trading Companies**

Both Export Management Companies (EMCs) and Export Trading Companies (ETCs) may be a source of financing on a limited basis, usually for a negotiated fee. They provide a range of services, including international market research and overseas marketing, legal insurance, product design, transportation, and warehousing. For more information, refer to the chapter in this guide called "Business Organization for Firms Involved in Exporting."

One helpful publication, the Export Trading Company Guidebook, is available from the U.S. Government Printing Office, Tel. (202) 512-1800.

## **Private Trade Finance Companies**

Private trade finance companies utilize a variety of financing techniques in return for fees, commissions, participation in the transactions, or combinations thereof. International trade associations, such as a District Export Council, can assist you in locating a private trade finance company in your area.

## **Factoring Houses**

Factoring houses purchase accounts receivable and assume full risk and responsibility for their collection. The buyer is notified and pays the factoring house directly. These organizations, many of which are subsidiaries of banks, charge a percentage for their services.

## **Foreign Credit Insurance Association (FCIA)**

The Foreign Credit Insurance Association (FCIA) is a private entity serving the international marketplace. The Association writes a wide range of credit insurance and political risk coverages for experienced exporters. Great American Insurance Company, the Association's principal, is a large, privately held, multiline insurer founded in 1872.

FCIA offers a wide variety of policies for short-term sales (up to 180 days, exceptionally 360 days) and political risk insurance (policy periods up to 2 years). Both multibuyer and single buyer policies are available and there are no restrictions on content or sourcing of insured products. Multibuyer coverages include flexible premium options and short claim waiting periods.

The widely used Multi-Buyer Export Policy is generally written to cover shipments during a 1-year period and insures a reasonable spread on an exporter's sales. It enables the exporter to make quick credit decisions, so as to provide faster service to overseas buyers. The exporter can obtain financing and offer competitive credit terms, such as tenure, to attract and retain buyers. The program is available around the globe, even in high-risk markets. Coverage is generally 95 percent for political and commercial risk, and the policy has a deductible similar to other forms of insurance.

For additional information, contact the FCIA Management Co. at 40 Rector Street, 11th Floor, New York, NY 10006. Tel. (212) 306-5000, Fax. (212) 306-5218; Internet: <http://www.fcia.com>, or your insurance broker.

### **Export-Import Bank of the United States**

The Export-Import Bank of the United States (Ex-Im Bank) is a U.S. government agency that facilitates the export financing of primarily U.S. capital goods and services. Ex-Im Bank also helps U.S. exporters compete against foreign governments' subsidized financing in overseas markets. Ex-Im Bank offers four major export finance support programs: loans, guarantees, working capital guarantees, and export credit insurance.

**Lending Programs** — Ex-Im Bank's loans provide competitive, fixed-interest-rate financing for U.S. export sales of capital equipment and services. Ex-Im Bank extends loans to foreign buyers of U.S. exports at low, fixed-interest rates according to the Organization for Economic Cooperation and Development (OECD) arrangement.

**Guarantee Program** — Ex-Im Bank guarantees provide repayment protection for private sector loans to creditworthy foreign buyers of U.S. goods and services. The guarantees provide coverage for both political and commercial risks.

**Working Capital Guarantee Program** — Ex-Im Bank also offers guarantees to lenders to support pre-export financial needs. The Working Capital Guarantee Program can help small and medium-sized exporters obtain the financing they need to produce and market goods for sale abroad.

**Export Credit Insurance** — Ex-Im Bank's export credit insurance program offers insurance policies to protect U.S. exporters and banks against the political and commercial risk of nonpayment by foreign debtors. Special policies exist for small and environmental businesses.

Inquiries should be directed to Ex-Im Bank Business Development Group, 811 Vermont Avenue, NW, Washington, DC 20571  
Tel. (800) 565-EXIM, Fax (202) 565-3380, between 7:30 am and 5pm; Internet: <http://www.exim.gov>.

### **Overseas Private Investment Corporation (OPIC)**

OPIC is a U.S. Government corporation that promotes U.S. investment in less developed countries. OPIC's finance program is oriented towards medium- to long-term investments that involve significant developmental benefits. The program provides insurance coverage for U.S. investments against expropriation, inconvertibility of local currency, or losses resulting from war, revolution, or civil disorders. OPIC does not handle export financing directly, but may assist in financing complementary projects, such as a distribution yard for U.S. wood products. Insurance on letters of credit may also be obtained in the absence of FCIA or other commercial insurance. The insurance covers 90 percent of the investment plus attributable earnings. For additional information,

contact OPIC, 1100 New York Ave., NW, Twelfth Floor, Washington, DC 20527  
Tel. (202) 336-8799 for automated information, (202) 336-8700 for automated  
fax information, (202) 336-8400 for general inquiries; Internet: <http://www.opic.gov>.

### **Small Business Administration**

The U.S. Small Business Administration (SBA) was created in 1953 as an independent agency of the Federal Government to aid, counsel, assist, and protect the interests of small business concerns, to preserve free competitive enterprise, and to maintain and strengthen the overall economy of our Nation. Small business is critical to our economy, to building America's future, and to helping the United States compete in today's global marketplace.

SBA works in cooperation with other Federal agencies and public- and private-sector groups to encourage small business exports and to assist small businesses seeking to export. SBA's outreach efforts include sponsoring or supporting export training conferences and developing "how to" and market-specific publications for exporters. SBA directs and coordinates ongoing export initiatives, such as the Export Legal Assistance Network (ELAN). SBA also offers a program called E-TAP (Export Technical Assistance Partnership), which focuses on a small group of export ready companies and gives them assistance in order to successfully get started.

**SBA Export Express** — SBA's new Export *Express* loan program helps small businesses by allowing lenders to use streamlined and expedited loan review and approval procedures to process SBA guaranteed export loans of up to \$150,000. Loan proceeds may be used for most business purposes, including: market development activities such as participation in a foreign trade mission; transaction-specific financing; general lines of credit for export purposes; and term loans for permanent working capital and fixed-asset financing.

**Export Working Capital Program (EWCP)** – In order to help small businesses export, SBA has developed the new Export Working Capital Program (EWCP). This program provides eligible small businesses with short-term, transaction-specific financing. Small businesses may use this program for pre-export financing of labor and materials, financing receivables generated from these sales, and/or standby letters of credit used as performance bonds or payment guarantees to foreign buyers. The EWCP provides repayment guarantees of 90 percent or \$1 million (whichever is less) to commercial lenders and offers exporters preliminary commitments (PCs) that encourage lenders to provide credit. To be eligible, the small business concern must have been in operation, though not necessarily exporting, for at least 12 months. The EWCP offers a simplified application form. Interest rates and fees are negotiable between the lender and the small business exporter.

**International Trade Loan Program (ITL)** — This program helps small businesses that are engaged or preparing to engage in international trade, as well as small businesses adversely affected by competition from imports. SBA can guarantee up to \$1.25 million, less the amount of SBA's guarantee portion of other loans outstanding, to the borrower under SBA's regular lending

program. Loans are made by lending institutions with the SBA guaranteeing a portion of the loan. The applicant must establish either that the loan proceeds will significantly expand existing export markets or develop new export markets, or that the small business is adversely affected by import competition. Proceeds may be used for working capital and/or facilities or equipment. Maturities of loans for facilities or equipment may extend to the 25-year maximum.

**7(a) Regular Business Loan Program** — The SBA 7(a) Loan Guaranty program can fund the varied long-term needs of small businesses where necessary financing is unavailable on reasonable terms through normal lending channels. The program promotes small business formation and growth. SBA guarantees long-term loans to qualified firms. SBA's basic guaranty program makes loans available for many business purposes, such as real estate, expansion, equipment purchases, working capital, or inventory. Private lenders, usually banks, make loans which are guaranteed up to 75 percent of the loan by SBA. The borrower makes loan payments to the lender. SBA can guarantee up to \$1 million.

**Small Business Investment Companies (SBICs)** – SBICs exist to provide equity capital, long-term loans, and management assistance to qualifying small businesses. They are privately owned and operated companies that use their own capital and funds borrowed from the SBA to provide financing to small businesses in the form of equity securities and long-term loans. SBICs invest in a broad range of industries. SBICs may invest in export trading companies provided all other eligibility requirements are met. For further information regarding the SBIC program, contact the Investment Division, U.S. Small Business Administration, 409 Third St. SW, Washington, DC 20416; Tel. (202) 205-6510; Fax (202) 205-6013; Internet: <http://www.sba.gov/inv>.

**U.S. Export Assistance Centers (USEACs)** – USEACs offer a full range of Federal export programs and services under one roof. Clients receive assistance by professionals from the SBA, Department of Commerce, Ex-Im Bank, and other public and private organizations. It's a partnership that makes it easier for you to get the help you need to compete and succeed in the global marketplace. Each USEAC, located in cities nationwide, is ready to meet your business needs with: export marketing and trade finance assistance at convenient one-stop locations, customized counseling that best suits your company's experience and commitment to exporting, and customer service that uses the latest technology to bring export assistance to your doorstep. For a list of USEACs, please see appendix V.

For more information, SBA has offices located throughout the United States and its territories. For the one nearest you, please see appendix VI or look under "U.S. Government" in your telephone directory. You may also call the Small Business Answer Desk at (800) 8-ASK-SBA. To fax, dial (704) 344-6769. For the hearing impaired, the TDD number is (704) 344-6640; Internet: <http://www.sba.gov>.

In addition, there are 58 Small Business Development Centers (SBDCs) in 1,000 service locations and over 370 Service Corps of Retired Executives (SCORE) offices to help you start and/or strengthen your own business.

### **U.S. Trade and Development Agency (TDA)**

The U.S. Trade and Development Agency (TDA) provides funding for feasibility studies of public and private sector projects in developing and middle-income nations that lead to the export of U.S. products and services. Helping U.S. businesses win contracts to implement major overseas infrastructure projects is one of TDA's main objectives. TDA funds studies on a variety of projects including energy and power, transportation, healthcare, mining & minerals development, telecommunications, agribusiness and environmental services. For additional information on country eligibility, developmental priorities, and U.S. goods procurement requirements, contact the U.S. Trade and Development Agency, 1621 North Kent Street, Suite 200, Arlington, VA 22209, Tel. (703) 875-4357; Fax (703) 875-4009; Internet: <http://www.tda.gov>.

## Export Shipping

The development of a successful export strategy must encompass a thorough knowledge of shipping procedures, documents required, and methods. The mechanics of shipping include: (1) attention to packaging, including banding of bundles, grade stamping, labeling, and color coding; (2) proper documentation; (3) scheduling the best shipping routes and carriers; and (4) an understanding of U.S. and foreign customs, regulations, tariff rates, and plant health or phytosanitary requirements.

The details of export shipping are often handled by a “freight forwarder,” who acts as an exporter’s agent when shipping goods overseas. Freight forwarders are licensed by the Federal Maritime Administration to facilitate the movement of goods from U.S. ports. They may advise the exporter regarding freight costs, port charges, consular fees, documentation fees, insurance, and handling costs. In addition to assuring that the goods arrive overseas in good condition, they review the letter of credit and other necessary documentation and may prepare the ocean bill of lading. After shipment, the forwarder will send all documents to the paying bank to confirm the export of the commodity.

### Freight Forwarders

Additional information on freight forwarders may be obtained from port authorities, the International Trade Administration, and banks, or by contacting the National Customs Brokers and Forwarders Association of America at 1200 18th Street, N.W. #901 Washington, DC 20036, Tel. (202) 466-0222; Fax (202) 466-0226; Internet: <http://www.ncbfaa.org/>.

USDA’s Agricultural Marketing Service also helps exporters with problems concerning the transportation of U.S. agricultural products, including forest products through its Transportation and Marketing Division. For further information contact USDA /AMS/TM, Room 4000, P.O. Box 96456 Washington, DC 20090-6456, Tel. (202) 690-1300; Fax (202) 690-0338; Internet: <http://www.ams.usda.gov/>.

### Carriers

Three types of ocean carriers ship products overseas. The first are conference lines which consist of an association of ocean carriers providing common rates and services. Individual conference carriers may take independent action and offer shippers lower rates. Also, shippers may form associations to negotiate lower rates with conferences.

The second type of carriers are the independents. Independent rates may be higher than other carriers, but they may also be lower when in direct competition with conference carriers. Both conference and independent carriers operate on regular schedules and trade routes. Independent proprietary carriers include major forest products companies with their own transportation operations. These lines specialize in forest products and other bulk commodity shipping.

The third type of carrier is the tramp vessel. These carriers generally handle only bulk cargo and are not on regular schedules or trade routes. According to the Western Wood Products Association, tramps’ economical rates make these carriers a common means of shipping wood products.

A booking contract is mandatory to reserve space for the cargo on a specified vessel. You may not need to know this because most of the time a freight forwarder can help with these details. In any case, the contract is binding insofar as the carrier has the right to charge for reserved space that is not used or to charge for canceled reservations without adequate notice.

## **Terminals**

Transporting lumber and other forest products through general cargo terminals can be very expensive. Transportation costs can be significantly reduced by using specialized forest products handling facilities at the ports of export and destination, which will result in lower freight rates and landed costs.

## **Packaging and Shipping**

The proper packaging of products is vitally important, particularly when shipments are bound for ports with inadequate handling and storage facilities. Lumber, plywood, and veneer bundles must be securely strapped and protected from such hardships as rough handling, moisture, or weathering. In many foreign ports, bundles may be stored uncovered while awaiting pickup or delivery, making proper protection essential. Bundles should be clearly marked according to foreign specifications and include the company logo or color coding.

Wood products are shipped by a variety of methods including break bulk, containers, flat racks, and lash barge. The most common methods are break bulk for lumber and plywood shipments and containers for higher valued shipments such as kiln-dried dimension stock, lumber clears, and veneer.

Freight containers are capable of holding approximately 4,000 board feet of logs or 10,000-14,000 board feet of lumber, depending on the product and moisture content. Maximum cargo weights are, however, limited by carriers to comply with laws established to protect roads and bridges. A 40-foot container, therefore, can only be loaded with about 46,000 pounds of forest products when traveling over U.S. highways. Containers loaded at the port may have higher cargo weights.

## **Treatment of Coniferous Packing Material**

Any new and used coniferous solid wood packing material (SWPM) originating from the United States, Canada, China, or Japan must meet certain requirements designed to keep out the pinewood nematode. If these materials are going to the EU, they must meet one of the following criteria:

- Heat treated or kiln-dried to a minimum core temperature of 56°C for at least 30 minutes in an approved chamber or kiln
- Pressure treated with an approved chemical in accordance with recognized specification
- Fumigated with an approved chemical in accordance with recognized specification
- Questions concerning SWPM should be directed to USDA/APHIS, Tel. (301) 734-5491. For a list of accredited inspection agencies, contact the American Lumber Standards Committee, Tel. (301) 972-1700.

## **Export Documentation**

The documentation of exports is just as important as the goods you are exporting. Faulty information or incomplete documentation can lead to delays in transporting goods to their destination. Every shipment requires many documents and every country varies as to the number and kind of documents necessary for importing different goods. A freight forwarder, a specialist in the area of exporting, can often provide advice and assistance regarding documentation for shipping your goods. The Department of Commerce's district office closest to you or your forwarder can provide you with up-to-date and specific information on export documentation.

## **Shipper Export Declarations (SEDs)**

Shipper Export Declarations (SEDs) are very important documents used not only to identify cargo, but also to determine official U.S. export statistics. These trade statistics are used throughout the Government and by industry organizations. The importance of accurate information on the export declarations cannot be overstated.

### **Forms**

The forms used for export declaration are: SED Form 7525 or 7525-V-Alternate (Continuation Sheet). These forms may be privately printed or purchased from the U.S. Government Printing Office, Purchase Division, North Capitol and H streets, NW, Washington, DC 20401, Tel. (202) 783-3238, or from local Customs District Directors (See sample documents in Appendix 11). This form can also be downloaded from: <http://www.census.gov/foreign-trade/regulations/fofnns/index.html>. Additional information for completing this form is also available through this site. Sample copies may also be obtained from the Foreign Trade Division, Bureau of the Census, Washington DC 20233, Tel. (301) 457-1086. Privately printed SEDs can be very complicated due to the fact that they must conform in every respect to the official forms. A free booklet outlining the correct way of filling out the Shipper's Export Declaration is available from the Foreign Trade Division.

The Bureau of the Census offers the Automated Report Program, through which exporters, carriers, or freight forwarders may submit monthly reports by computer (tape, disk, or direct transmission). For further information on this program, contact the Automated Data Reporting Branch, Department of Commerce, Foreign Trade Division, Bureau of the Census, Washington, DC 20233, Tel. (301) 457-2255; Fax (301) 457-2645; Internet: <http://census.gov/foreign-trade>.

### **When SEDs are required**

SEDs are required for nearly all shipments (see Exemptions section below) from the United States, Puerto Rico, United States or Puerto Rican Foreign Trade Zones (FTZ), and the U.S. Virgin Islands. SEDs are not required for shipments from the United States or Puerto Rico to U.S. possessions, except to the U.S. Virgin Islands, or from a U.S. possession to the United States or Puerto Rico.

### **Number of SED Copies Required**

- a) One copy for shipments to Canada, Puerto Rico, and the U.S. Virgin Islands;
- b) One copy for exports through the U.S. Postal Service; and
- c) Two copies for all other shipments.

Additional copies may be required for export control purposes by the International Trade Administration, other Government agencies (when authorized), customs directors, or the local postmaster.

### **Preparation**

The SED must be prepared in English in a permanent medium (ink, typewritten, etc.) with the original signed (a signature stamp is acceptable) by the exporter or an authorized agent of the exporter. The agent must be authorized by a power-of-attorney, or item #23 on form 725-V (an informal power-of-attorney) must be completed. Use of the Automated Export System (AES) to complete the SED on-line is increasing. The AES system can be accessed via the U.S. customs website at <http://www.customs.ustreas.gov/impoexpo/imex-txt.html>.

### **Requirement for separate SEDs**

Separate SEDs are required for each shipment from one exporter to one importer on a single carrier (including each rail car, container, or other vehicle). However, customs directors may waive this requirement if multiple car shipments are made under a single loading document and cleared simultaneously. Also, merchandise requiring a validated export license cannot be reported on the same SED with goods moving under a general export license.

### **Presentation**

- a) Postal shipments-SEDs must be delivered to the postmaster when the packages are mailed.
- b) All other shipments-SEDs must be delivered to the exporting carrier before exporting.
- c) Exporting carriers are required to file SEDs and manifests with Customs.
- d) Shipments from an interior point-SEDs may accompany the goods being transported to the exporting carrier or the port of exportation, or they may be delivered directly to the exporting carrier.
- e) Shipments exempt from SED filing requirements-a reference to the exemption must be noted on the bill of lading, air waybill, or other loading document for verification that no SED is required.

## **Corrections**

Corrections, amendments, or cancellations of data may be made directly on the SED if it has not already been sent to the Bureau of the Census. If the SED has been sent to the Bureau, any corrections, cancellations, or amendments must be filed on a copy of the original SED marked "Correction Copy" and filed with the customs director or the Postmaster where the declaration was originally presented.

## **Retention of Shipping Documents**

Three years is the usual length of time that the Bureau of the Census, U.S. Customs Service, and the International Trade Administration require exporters or their agents to produce copies of shipping documents.

## **Exemptions**

- a) Shipments (excluding postal shipments) that meet all of the following requirements: the value of the goods under each Schedule B number or HS code is \$2,500 or less, a validated export license is not required, and the goods are shipped to countries not prohibited by the Export Administration Regulations.
- b) Shipments through the U.S. Postal Service that do not require a validated export license. These are: (1) when the goods are valued \$500 or less, (2) if either one of the parties is not a business concern, or (3) the shipment is not for commercial consideration.
- c) In-transit shipments not requiring a validated export license and leaving for a foreign destination by means other than by ocean vessel.
- d) Shipments from one point in the United States to another point by routes passing through Canada or Mexico, and shipments from one point in Canada or Mexico to another point by routes passing through the United States.

When either all or part of the shipment does not require an SED, one of the following statements must appear on the bill of lading, air waybill, or other loading documents for carrier use.

1. "No SED required, Section 30.55(h), FTSR"
2. "No SED required- no individual Schedule B number valued over \$2,500"
3. "Remainder of shipment valued \$2,500 or less per individual Schedule B number"

## **Administrative Provisions**

SEDs and the information that is written on them are confidential and are exempted from the Freedom of Information Act. SEDs are only for official purposes authorized by the Secretary of Commerce in accordance with 13 U.S.C. Section 301. Neither Commerce nor the Census Bureau will give out the information to anyone except the exporter or his or her agent.

Copies of the SEDs may be supplied to exporters or their agents when they are needed to comply with official requirements, for instance authorization for export, export control requirements, or USDA requirements for proof of export in connection with subsidy payments. These copies will be stamped "Certified" and are not for any other use and may not be reproduced in any form.

It is unlawful to knowingly make fake or misleading representations for exportation. This is a violation of the Export Administration Act 50 U.S.C. App. 2410. It is also a violation of export control laws and regulations to be connected in any way with an altered SED. Goods that have been, are being, or for which there is probable cause to believe they are intended to be exported in violation of the Export Administration Act are subject to seizure, detention, condemnation, or sale under 22 U.S.C. section 401.

## **Regulations**

Detailed information about the SED and its preparation is contained in the Foreign Trade Statistics Regulations (FTSR - 15 CFR Part 30). Your local Small Business Administration district office can also provide you with assistance. A list of these offices can be found in Appendix VI. Copies of the FTSR may be purchased from the Bureau of the Census, Washington, DC 20233, Tel. (301) 457-2238. Information concerning export laws and regulations of the International Trade Administration is contained in the Export Administration Regulations, which may be purchased from the Government Printing Office, Tel. (202) 512-1800; Fax (202) 512-2250.

**Table 2: Shipping Documents Required in Exporting**

<b>Documentation</b>	<b>Prepared by</b>
Export License — issued upon application to the U.S. Department of Commerce. Currently no export license is required for exporting solid wood products with the exception of Western red cedar.	Exporter
Destination Control Statement — prevents export to unauthorized destinations	Freight Forwarder
Shipper's Export Declaration — for compiling U.S. statistics/enforcing U.S. export controls	"
Banking Papers	"
Letters of Transmittal — for items eligible for duty drawback	"
Notice of Exportation - for items eligible for duty drawback	"
Certificates of Origin — for items eligible for duty drawback	"
Export Packing List — itemizes products shipped	"
Domestic Packing List — itemizes products shipped	Exporter
Insurance Certificate	Freight Forwarder
Pro Forma Invoice — a formal price quotation with a detailed account of individual costs	Exporter
Letter of Credit — a promise to pay a specified amount of money upon receipt by the bank at the buyer's request in favor of the seller	Importer
Bill of Lading — a detailed description of the cargo including destinations. Two types are necessary, an inland and an ocean bill of lading	Freight Forwarder
Phytosanitary Certificate — a certificate stating that the goods are free of disease and infestation	APHIS

More detailed information about exporting documentation may be obtained from the international departments of major banks, freight forwarders, or the United States Council of the International Chamber of Commerce, 1212 Avenue of the Americas, New York, NY 10036.

## Reference Schedules

Schedule B—Statistical Classification of Domestic and Foreign Commodities from the United States. For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402 and local U.S. Customs District Directors.

Schedule C—Classification of Country and Territory Designations for U.S. Foreign Trade. Free from the Bureau of the Census, Washington, DC 20233. Also included as part of Schedule B.

Schedule D—Classification of Customs Districts and Ports. Free from the Bureau of the Census. Also included as part of Schedule B.

Schedule K—Classification of Foreign Ports by geographic trade area and country. Also free from the Bureau of the Census.

Foreign Trade Statistics Regulations—For sale by the Bureau of the Census.

## Exporting Checklist

The following checklist is a general guide outlining the steps involved in completing an export shipment under a confirmed letter of credit (L/C). The actual procedure will vary according to the bank's financing arrangements and the services provided by the freight forwarders and steamship companies. The price basis (f.o.b., f.a.s., c.i.f., etc.) and the terms of sale agreed upon between the exporter and importer also will affect the procedures followed in exporting. Check first with the international department of your bank and the freight forwarder to determine all financing and documentation requirements and procedures.

- U.S. exporter and foreign importer agree on the terms of the sale.
- Importer applies for a letter of credit (L/C) at the foreign bank.
- Foreign bank issues the L/C to the exporter's bank.
- Importer sends a purchase order accompanied by a copy of the L/C to the exporter.
- Exporter prepares the order for shipment, arranges for inland transportation of the shipment to the port, and issues shipping instructions to a freight forwarder.
- Exporter's freight forwarder selects a suitable vessel, contacts the outbound steamship line office, and books space on a particular vessel. The freight forwarder also collects or prepares the exporting documents, including the inland bill of lading, ocean bill of lading (B/L), and insurance and phytosanitary certificates. (The exporter may arrange for marine insurance through a private insurance company).
- Freight forwarder pays the bills due from the outbound steamship line and transmits to the exporter the original ocean bill of lading, together with the bill covering the inland freight, the stevedoring costs, and the freight forwarder's services.

- ❑ Exporter prepares a “commercial set”—a negotiable bill of lading, a copy of the L/C, an invoice, a bill for the freight forwarder’s charges, insurance certificates, and, if necessary, a customs invoice. The exporter sends the commercial set to the exporter’s bank.
- ❑ Upon receipt and acceptance of the commercial set, the bank pays the exporter covering the shipper’s invoice in accordance with the L/C issued by the importer’s bank. The bank transmits the commercial set and a debit notice to the importer’s bank for payment.
- ❑ The exporter or freight forwarder sends a non-negotiable copy of the bill of lading to the importer notifying that the cargo has been shipped.
- ❑ After the vessel has sailed, the outbound steamship line’s office sends the manifest to the inbound steamship office, together with non-negotiable copies of the bills of lading, arrival notice, delivery receipt, and container list.
- ❑ Outbound steamship office submits to the U.S. Customs one non-negotiable copy of the ocean bill of lading with the shipper’s export declaration. This must be accomplished within 4 working days of the vessel’s clearance from the U.S. port.
- ❑ Depending on the terms of the sale and financing arrangements, the exporter may be liable for the shipment after the vessel has sailed. Check with the bank, freight forwarder, and insurance company to determine your rights, responsibilities, and liabilities, as well as the proper procedures to follow in completing the export sale.

## Business Organization of Firms Involved in Exporting

### “In House”

The organization of a firm and how its wood products are sold overseas are related to and depend on several factors including the size of the company, productive capacity, types of wood products, degree of processing, previous exporting experience, and business conditions overseas. “In house” organization of the business involves direct selling of wood products by the U.S. producer to the foreign importer. The producer is usually responsible for shipping the product overseas.

Traditional and customary marketing and business practices in a foreign country will dictate how the products will be sold. Depending on the country, direct selling may involve working with foreign sales representatives, agents, or distributors. For example, agents are very active in the wood products trade in the United Kingdom and other European countries. In Japan, trading companies are the primary contacts.

“In house” organization provides the company greater control over the export marketing procedures for the firm’s products. In general, there are higher startup costs and fewer economies of scale under this organizational structure than with the others described below.

### Export Management Companies (EMCs or Agents)

EMCs are generally small, closely held companies which represent wood products manufacturers in export marketing. The EMC may represent a number of small, unrelated companies and provide benefits (economies of scale) relating to foreign sales, marketing missions, and scheduling or shipping products for export. The EMC often retains the identity of the manufacturer when dealing with foreign importers, whereas agents work under their own names.

### Export Trading Companies (ETCs)

The largest domestic obstacles to exporting—lack of knowledge of foreign marketing, limited credit facilities, and legal restrictions in cooperating with other U.S. companies (antitrust violations)—may be overcome by forming an export trading company (ETC). ETCs may assume the risks involved with international trade by taking title to the products and assuming responsibility for marketing and selling the products overseas.

One publication, the *Export Trading Company Guidebook*, is available for sale from the U.S. Government Printing Office, Tel. (202) 512-1800. Additional assistance may be obtained from the Office of Export Trading Company Affairs, International Trade Administration, Herbert C. Hoover Building, 14th and Constitution Ave., NW, Washington, DC 20230; Tel. (202) 482-5131; Fax (202) 482-1790; Internet: <http://www.doc.export.com>.

## **Export Merchants (EMs)**

Similar to an ETC, an export merchant (EM) may take title to a producer's goods and be responsible for selling to the foreign importer. The advantages of using an export merchant include:

1. Wood products are sold to an export merchant domestically. Producers do not need to be familiar with foreign business practices—this is the responsibility of the EM.
2. The EM may handle all intermediate processing and handling functions, such as pressure treatments or kiln-drying of lumber prior to export.
3. The EM may serve as a “sorter” or distribution yard for lumber and other products. This permits lumber to be regraded specifically for export and specialty markets. Lower volume, high-quality products may become more marketable as a result of using an EM.
4. EMs may become familiar with the operation of small lumber mills and wood producers and may provide valuable assistance in producing wood products for the export market.

## Export Market Information and Assistance

Like any business venture, success in exporting wood products depends heavily on the ability of the exporting company to stay in touch with important changes in the target country. Current market information and a firm understanding of the country's business and social traditions can allow a firm to respond quickly to changes in consumer demand and capitalize on emerging opportunities. Without such information, it is quite difficult to run a profitable export business. There are many sources for market information and assistance available to U.S. companies interested in exporting.

### U.S. Department of Agriculture

#### Foreign Agricultural Service

The Foreign Agricultural Service (FAS) of the U.S. Department of Agriculture is responsible for developing, maintaining, and expanding export markets for U.S. agricultural commodities—including solid wood products. FAS provides foreign market information; works to gain foreign market access for U.S. farm, food, and forest products; and cooperates with U.S. nonprofit trade associations to conduct market development activities overseas. The FAS provides companies with a number of options for obtaining timely information on export markets.

#### Overseas Offices

FAS represents U.S. agriculture overseas through a network of agricultural counselors, attaches, and trade officers in 93 foreign posts covering 129 countries. The staff supervises market development activities, reports to FAS in Washington, DC, and alerts the U.S. trading community to foreign market opportunities and competition.

Each U.S. agricultural counselor/attache office is in frequent contact with foreign buyers and overseas representatives of U.S. firms and associations, and helps U.S. agricultural exporters, associations, and allied groups establish contacts with government officials and foreign traders. In addition, Agricultural Trade Offices (ATOs) have been opened in Sao Paulo, Dubai, Guangzhou (Canton), Hamburg, Hong Kong, Jakarta, Mexico City, Osaka, Riyadh, Moscow, Seoul, Shanghai, Singapore, Taipei, and Tokyo. These trade offices serve as a one-stop service center for U.S. exporters, nonresident private trade groups, and others engaged in exporting and importing U.S. agricultural commodities. You can review the FAS Post and ATO home pages at: <http://www.fas.usda.gov/fasposts.html>. A directory of FAS Field Officers and overseas contacts can also be obtained through the Internet at: [http://www.fas.usda.gov/scripts/w/fasfield/ovc\\_frm.asp](http://www.fas.usda.gov/scripts/w/fasfield/ovc_frm.asp).

## Annual Reports

Annual reports on wood products production, marketing, and trade issues for 33 selected foreign markets are available on an annual subscription basis. The markets are:

Australia	France	Poland
Austria	Germany	Romania
Belgium-Luxembourg	Hungary	Russia
Brazil	Indonesia	Spain
Burma	Italy	Sweden
Canada	Japan	Taiwan
Chile	Korean Republic	Thailand
China	Malaysia	UK
Cote D'Ivoire	Mexico	Vietnam
Denmark	Netherlands	
Egypt	New Zealand	
Finland	Philippines	

The annual reports are prepared by FAS agricultural counselors, attaches, and trade officers overseas. To get current prices or place a subscription order for the scheduled reports, voluntary reports, and report updates contact the Reports Officer/FAS, USDA, Room 6078-South Building, Washington, DC 20250-1000. Tel. (202) 720-0924; Fax (202) 720-7729.

Electronic Access—The annual reports are available electronically via the Internet and Electronic Bulletin Board systems. In addition to the reports, there are more than 3,000 articles covering a wide range of related topics available from the electronic sources. They are available on the Internet at: [http://www.fas.usda.gov/ffpd/attache\\_reports.htm](http://www.fas.usda.gov/ffpd/attache_reports.htm) and at <http://www.stat-usa.gov>.

## Circulars

FAS' Forest and Fishery Products Division publishes five circulars a year that offer a comprehensive overview of the world supply and demand situation for wood products. The circulars, entitled *Wood Products: International Trade and Foreign Markets*, include extensive data tables of U.S. exports of logs, lumber, plywood, veneer, and a variety of other solid wood products. Species data for some products are included. In addition, key trade developments and voluntary reports from FAS overseas posts are highlighted. Foreign wood products production, supply, and distribution data are also provided. For information on circular content, contact the FAS Forest and Fishery Products Division, Tel. (202) 720-0638; Fax (202) 720-8461.

For subscription information and current prices, contact U.S. Department of Commerce, Technology Administration, National Technical Information Service, Order Department, 5285 Port Royal Road, Springfield, VA 22161, Tel. (703) 605-6000; Fax (703) 605-6900; Internet: <http://www.ntis.gov>. You can read the forest products circulars on the Internet at: <http://www.fas.usda.gov/ffpd/forestcirculars.htm>. The reports remain "current" until the succeeding issue is available. Older issues are available in the archives section of the home page.

We also make available selected cover articles and graphics from these publications, in a separate section of the site. Reports are also available from the Economic Bulletin Board at: [www.Stat-USA](http://www.Stat-USA), on the same schedule. For more information, you may contact Stat-USA at (202) 482-1986.

### **The AgExport Connections Office**

Through FAS services, agricultural exporters can keep abreast of foreign market development opportunities with marketing research reports, trade leads, product publicity, and listings of prospective foreign importers. FAS serves as the liaison between U.S. companies and foreign importers seeking U.S. wood and other agricultural products. FAS works to help U.S. producers introduce products in new markets and further expand established markets.

FAS' agricultural counselors, attaches, and trade officers transmit market information, trade, and economic statistics electronically to FAS offices in Washington, DC. U.S. companies can take advantage of the following export services:

1. Trade Leads are inquiries submitted by foreign buyers for specific products. They are transmitted electronically to the AgExport Connections Office by FAS trade officers in nearly 50 countries. Trade Leads may be accessed through the following means:

a) *Internet* — Trade Leads are available on a daily basis through the FAS Home Page. You can access new Trade Leads each day or search for previous Trade Leads by country, product, or date. In addition to Trade Leads, the Homepage contains information on USDA/FAS programs and services, as well as trade statistics and foreign market reports. The Internet address is: <http://www.fas.usda.gov/scripts/agexport/TradeLeadQuery.asp>.

Trade Leads are also available on other private and public bulletin boards. Contact your state agriculture department, trade office or Chamber of Commerce to determine if this service is available locally.

b) *Fax polling* — Another way to receive trade leads is by fax. Just poll the AgExport fax system each week using your own fax machine. The information is free. You pay only for the cost of the call. The number to call to poll the machine with information on wood products is (202) 720-8980. Instructions on how to poll for trade leads are available by calling (202) 690-3416.

c) *Newspapers, trade journals, newsletters* — Trade Leads may also appear in newsletters or trade journals published by private firms or State and local government offices. Check with your State agriculture department, trade office, or Chamber of Commerce for further information.

2. Foreign Buyer Lists are drawn from a database that includes more than 30,000 foreign buyers of food, farm, and forest products in nearly 70 countries. The lists provide important details on each firm such as contact

person, address, telephone, fax, and type of product(s) imported. Please note that you may order these lists by product for a specific country. The current charge for each list is \$15.

For further information on foreign buyers lists, please contact: AgExport Connections USDA/FAS/AGX, Ag Stop 1052, Washington, DC 20250-1052, Tel: (202) 690-3416 Fax (202) 690-4374

3. The U.S. Supplier List database is one of the fastest and most efficient ways for a foreign buyer of U.S. food, farm, fish, and forest products to contact you directly. This searchable database is designed to help small to medium-sized U.S. exporters make contact with export agents, trading companies, importers, and foreign buyers and create an opportunity to sell their products in overseas markets. We encourage you to register your company for free. Online registration is available at: <http://www.fas.usda.gov/agexport/ussuppinfo.html>. To receive a U.S. Supplier List, the current charge is \$15 each. For further information on U.S. Suppliers Lists, please contact Ag Export Connections, USDA/FAS/AGX, AG Box 1052, Washington, DC 20250-1052. Tel:(202) 690-3421; Fax (202) 690-4374.
4. Buyer Alert is a biweekly newsletter distributed by USDA's overseas offices that can introduce your forest products to foreign buyers around the world. Buyer Alert helps U.S. exports reach more than 15,000 importers in nearly 60 countries. Each announcement in the newsletter provides a product description, offer terms, and information about your company.

To receive a free copy of the AgExport Action Kit, which contains detailed information on the above services and other USDA programs, contact AgExport Connections, AgBox 1052, AGX/FAS/USDA, Washington, DC 20250-1052. Tel. (202) 720-7103; Fax (202) 690-4374.

Publications, reports, and other information provided by FAS can be reached through the World Wide Web at the following URL: <http://www.fas.usda.gov>.

### **Agricultural Marketing Service**

The Shipper and Exporter Assistance Program (SEA) area of USDA's Agricultural Marketing Service (AMS) provides the following services:

- Technical Assistance—SEA publishes export handbooks, directories, and market reports; sponsors export seminars; and participates in technical exchanges with other countries.
- Policy Analysis—SEA analyzes such topics as the future transportation needs of the U.S. agricultural export community and the impact of transport regulations on agricultural shippers.
- Special Reports—SEA produces special reports on moving U.S. products to emerging markets. Special reports also cover issues such as packaging refrigeration, and shipping costs of agricultural exports.

For further information contact the USDA Agricultural Marketing Service/ Shipper and Exporter Assistance at (202) 690-1304, Internet address: <http://www.ams.usda.gov/tmd/tmdsea.htm>.

### **Animal and Plant Health Inspection Service**

USDA's Animal and Plant Health Inspection Service (APHIS) actively participates in international programs to protect against the spread of plant and animal pests and diseases. Many foreign countries require that shipments of unprocessed wood products be accompanied by phytosanitary (plant health) certificates. These certificates are issued by APHIS at the request of the shipper, certifying that the products conform to foreign quarantine import requirements.

For example, the European Union (EU) requires a phytosanitary certificate for U.S. shipments of oak veneer logs certifying that the logs have been fumigated with methyl bromide according to approved EU treatment schedules and procedures.

Inspections and certifications are handled by Federal officers and State government cooperators and are not normally valid if conducted more than 14 days prior to the export of the commodity. The exporter must make an application for an inspection and make the commodity available for physical inspection.

Certification is recognized by foreign plant protection services and by regional plant protection organizations. Phytosanitary certificates are not issued to satisfy letters of credit or other commercial contract terms and are not certifications of grade or quality. Foreign country phytosanitary requirements and certifications may be obtained by contacting: USDA/APHIS at port of export, or for general information, contact APHIS, Plant Protection and Quarantine (PPQ) at USDA/APHIS/PPQ, 4700 River Road, Suite 4C03, Riverdale, MD 20737, Tel. (301) 734-8537; Fax (301) 734-5007; Homepage: <http://www.aphis.usda.gov/ppq>.

### **Forest Service**

The Forest Service conducts research and analysis of the U.S. timber supply, demand, and wood products trade. Forest Service experiment stations and the Forest Products Laboratory (FPL) can provide useful information and research on exporting.

The **Forest Products Laboratory** conducts wood utilization research and development to provide the science and technology needed to maintain and extend forest resources primarily within the United States, but also internationally. Research is conducted in the areas of wood science, solid wood processing and end-use performance, composites, pulping and papermaking, timber demand and assessment for wood-based materials, wood identification, fire and durability performance, and biotechnology related to wood processing and protection. FPL programs help promote sustainable forest management by maximizing the benefits derived from timber resources

through increased efficiency of conversion and use, recycling, increasing durability in end use applications, and overcoming environmental impacts associated with the conversion, processing, use and reuse of wood and wood-based materials. Contact: USDA Forest Service, Forest Products Laboratory, One Gifford Pinchot Drive, Madison, WI 53705-2398. Tel. (608) 231-9200; Fax (608) 231-9592; Homepage: <http://www.fpl.fs.fed.us>.

The **North Central Research Station** conducts research on genetic and silvicultural systems for sustainable, intensive forestry through the development of plant materials and production strategies necessary to deploy intensively managed tree plantations for multiple uses. The station's Forestry Science Laboratory also conducts timber harvest modeling research that permits forest managers to simulate timber removals in a spatial context that allows evaluation of habitat and biodiversity effects of forest alternatives. Contact: Project Leader, Forestry Sciences Laboratory, 5985 Highway K, Rhinelander, WI 54501. Tel. (715) 362-1115; Fax (715) 362-1166.

Additionally, the station's Hardwood and Tree Improvement Division conducts research and technology development to improve the genetic quality and regeneration success of hardwood species, including identification of the genetic structure of desirable traits in natural populations, advanced techniques for mass propagation of planting stock, and development and demonstration of improved planting techniques. Contact: Director, Hardwood Tree Improvement and Regeneration Center, 1159 Forestry Building, Purdue University, West Lafayette, IN 47907-1159. Tel. (765) 496-6016; Fax (765)496-2422

The station also conducts research to determine the mechanisms of tree resistance to insects and the effects of various environmental stresses on tree-insect interactions. Life history information developed through this research has been used to modify U.S. and Canadian federal quarantines for insect pests. Contact: Project Leader, 1407 Harrison Road, Michigan State University, East Lansing, MI 48823. Tel. (517) 355-7740; Fax (517) 355-5121

The **Northeastern Area, State and Private Forestry**, provides technical support and financial assistance to improve management of non-Federal land, including developing and expanding both domestic and international markets. Field office locations and web site addresses for the Northeastern Area's three field offices are:

- (1) 1992 Folwell Avenue; St. Paul, MN 55108. Tel. (651) 649-5243; Fax (651) 649-5238; Homepage: <http://willow.ncfes.umn.edu>
- (2) 180 Canfield St., Morgantown, WV 26505. Tel. (304) 285-1541; Fax (304) 285-1505; Homepage: <http://www.fs.fed.us/na/morgantown>
- (3) 271 Mast Rd., Durham, NH 03824. Tel. (603) 868-7692; Fax (603) 868-7604; Homepage: <http://www.fs.fed.us/na/durham>

The **Northeastern Research Station** conducts research on hardwood supply and demand and solid wood fiber substitution trends in major industrial and consumer markets in the United States and overseas. In addition, research is ongoing at the Princeton laboratory to improve manufacturing efficiency and market acceptance of lower grades and less utilized species. Contact: Project Leader, USDA Forest Service, Forestry Sciences Laboratory, 241 Mercer Springs Road, Princeton, WV 24070. Tel. (304) 431-2700; Fax (304) 431-2772; E-mail: bhansen/ne\_pr@fs.fed.us.

The **Pacific Northwest Forest and Range Experiment Station** handles macroeconomic modeling of U.S. markets of wood products. Contact: USFS/PNWFRES, 1221 SW Yamhill, P.O. Box 3890, Portland, OR 97208. Tel.(503) 808-2002; Fax (503) 808-2033.

The **Rocky Mountain Research Station** conducts research with emphasis on the Rocky Mountains, Great Basin, and the Southwest. For information contact: Rocky Mountain Research Station Public Affairs, Natural Resources Research Center, 2150 Centre Ave., Building A, Fort Collins, CO 80526. Tel. (970) 295-5920; Fax (970) 295-5959.

The **Southern Research Station** conducts forestry research that emphasizes measuring and monitoring forest resources; understanding ecosystem structure, function, and processes; managing resources for sustained and enhanced productivity; and protecting environmental quality in Southern forests. Contact: Station Director, USDA Forest Service, Southern Research Station, P.O. Box 2680 Asheville, NC 28801. Tel (828) 257-4300; Homepage: <http://www.srs.fs.fed.us>.

## **U.S. Department of Commerce**

### **National Trade Data Bank**

The Department of Commerce offers the National Trade Data Bank (NTDB) for sale on CD-ROM. The NTDB, the U.S. Government's most comprehensive source of world trade data, is a trade library of more than 200,000 documents. Topics on the NTDB range from export opportunities by industry, country, and product to demographic, political, and socioeconomic conditions in hundreds of countries. The NTDB can also be accessed through the Internet address at <http://www.stat-usa.gov>. For subscription information and current prices contact STAT-USA at (202) 482-1986.

### **International Trade Administration**

The International Trade Administration (ITA) of the U.S. Department of Commerce provides a wide range of services and programs to assist U.S. firms in developing export markets. The best point of contact for U.S. firms is their local Department of Commerce Export Assistance Center, of which there are 105 across the United States (See appendix V). These offices are run by the division of ITA known as the U.S. Commercial Service. Assistance is also available overseas through 157 commercial offices located in 84 countries which are part of this same network. They are located in embassies and consulates in countries comprising more than 95 percent of the world market for U.S. products.

For information about a specific country, contact the appropriate country desk officer at the ITA. A list of ITA desk offices and Foreign Commercial Service District Offices can be found on the Internet at <http://www1.usatrade.gov/website/website.nsf>.

Some of the services provided by the International Trade Administration, ITA, are listed below:

- ❑ “Export Programs Guide: A Business Guide to Federal Export Assistance,” is a booklet that is published annually. It contains valuable information about government programs that help U.S. companies export their goods around the world. A free copy can be ordered by calling the U.S. Trade Information Center at 1-800-872-8723.
- ❑ International Partner Search (IPS) is handled through the export assistance centers. U.S. commercial officers overseas locate interested and qualified representatives on behalf of a U.S. firm. The commercial officer prepares a report identifying up to five pre-screened prospects that have examined the U.S. firm’s product literature and have expressed interest in representing the company. There is a charge per market or specific area.
- ❑ The Trade Opportunity Program (TOP) provides daily worldwide trade leads from overseas buyers seeking to purchase U.S. products or represent U.S. companies. TOPs are available electronically via the Economic Bulletin Board and Internet at [www.stat-usa.gov](http://www.stat-usa.gov). For subscription information and current prices, contact STAT-USA at (202) 482-1986.
- ❑ Industry Sector Analysis (ISA) offer succinct international market information on specific industries that can help determine potential, market size, and competitors. They are available through the Internet at <http://www.usatrade.gov>.
- ❑ International Company Profiles (ICP) provide background information on individual overseas firms, giving information about each firm’s reputation, creditworthiness, and its overall reliability and suitability as a trade contact for U.S. exporters. ICPs are designed to help U.S. firms locate and evaluate prospective customers overseas. Information includes: name, address, key contact, number of employees, type of business, general reputation in trade and financial circles, year established, sales territory, and products handled. Contact your local Export Assistance Center for details and cost.
- ❑ Commercial News, USA (CNUSA) assists U.S. companies in advertising the availability of new U.S. products in overseas markets and provides a method for testing new markets. Under CNUSA, descriptions of the products are published in the monthly publication *Commercial News USA*. For more information visit <http://www.cnewsusa.com>.
- ❑ The Infrastructure Division assists U.S. companies seeking business in connection with large-scale infrastructure projects around the world. They track foreign infrastructure projects throughout their development from the initial feasibility stages through master-planning, engineering design, construction, and startup. They have a database where these projects can

be searched. Contact them at Tel. (202) 482-4642, Fax (202) 482-3954; Internet: <http://www.ita.doc.gov/td/infrastructure>.

- The Office of Forest Products and Domestic Construction offers various reports on foreign and domestic developments, and is active in export services. Contact: Tel. (202) 482-0375; Fax (202) 377-0382; Internet: <http://www.ita.doc.gov/td/forestprod>.
- The Office of Trade Finance (OTF) offers counseling and advice on counter trade. Contact: OTF, ITA, U.S. Dept. of Commerce, Rm 4004, Washington, DC 20230, Tel. (202) 482-3050; Internet: <http://www.ita.doc.gov/td/efm>.

### **Office of the United States Trade Representative**

The Office of the U.S. Trade Representative (USTR) is an agency of the Executive Office of the President. It is responsible for directing all formal U.S. trade negotiations and for formulating U.S. trade policy. It works closely with USDA and other agencies in this effort. It represents the United States in formal tariff and nontariff negotiations.

Individual exporters rarely have direct contact with this office unless they wish to file a complaint about unfairly subsidized overseas competition or other trade practices. USTR may be reached at 600 17th Street NW, Washington, DC 20508. Tel. (202) 395-3230; Internet: <http://www.ustr.gov>.

### **State Departments of Agriculture and State Export Agencies**

State departments of agriculture and related agencies cooperate with USDA in promoting and marketing U.S. foods and other agricultural products abroad. Many of these State departments of agriculture now have full-time international marketing specialists. Also, some State foresters have a trade specialist on their staff. The 2000 Roster of State Foresters is shown in Appendix III. State level contacts, many of whom work at these State departments of agriculture, are listed in Appendix XI.

The State departments of agriculture provide assistance to new-to-export and established exporting firms. In addition, they assist FAS in arranging itineraries and appointments for foreign buyers, agriculturalists, and government officials.

### **Private Market Information Sources**

A variety of private credit-reporting, financial, and market-servicing firms target their services to the U.S. exporter. Generally, these companies provide weekly or monthly reports by world areas with special reports targeted to specific countries. Market research and studies outlining short-term trends in international markets and financing also are available. The companies listed below provide many of these services and represent a small sample of firms providing this information. The following information was provided by the companies. Citation in this publication does not represent an endorsement by the U.S. Department of Agriculture or any other U.S. Government agency. Additionally, no guarantees of commercial performance or reliability are intended nor intent of discrimination implied.

Dun & Bradstreet — Offers a number of publications about international marketing, exporting, and foreign corporations and companies. Dun & Bradstreet's "Exporters' Encyclopedia" includes information on export shipping documentation, export market profiles, financing, laws and regulations, communications, and transportation for over 200 countries. D&B's "International Risk and Payment Review" presents the D&B Country Risk Indicator to show the relative strengths of 120 countries. "D&BWorldBase(r)", an online database, provides access to over 64 million companies, as well as a listing of their officers and subsidiaries/affiliates worldwide. Other publications and CD-ROMS available from Dun & Bradstreet include: "D&B Principal International Business, "Who Owns Whom" (identifies parent companies, their subsidiaries and associates), "D&B Europa," "D&B Asia/Pacific Key Enterprises," "D&B Canadian Key Business," "D&B Key British Enterprises." Contact: Dun & Bradstreet, Business Reference Solutions, 3 Sylvan Way, Parsippany, NJ 07054. Tel. (800) 526-0651; Internet: <http://www.dnb.com>.

The Economist Intelligence Unit (EIU) — The EIU is the business-to-business arm of The Economist Group, publisher of *The Economist*. They provide country intelligence and analysis of worldwide market trends and business strategies. They have a global network of over 500 analysts which assesses and forecasts political, economic, and business conditions in 195 countries.

For information contact: The Economist Intelligence Unit, 111 West 57th St., New York, NY 10019. Tel. (212) 554-0600; (800) 938-4685; Fax (212) 586-1181; Internet: <http://www.eiu.com> or <http://www.eiu.onlinestore.com>.

The Gale Group — A resource for researchers who want to know more about any company or industry. Their Business and Company Resource Center provides a variety of global business information including case studies, competitive intelligence, and investment publications. For further information: The Gale Group, 362 Lakeside Dr., Foster City, CA 94404. Tel. 650-378-5000; Fax 800-414-5043; Internet: <http://www.galegroup.com>.

## U.S. WOOD EXPORTER

(How can one obtain information about foreign exchange markets?)



### Local & State Levels

- State Departments of Agriculture & Commerce
- Local Trade Associations
- U.S. Department of Commerce District Offices
- Small Business Administration Regional Offices
- Chambers of Commerce
- Universities

### U.S. National Level

- USDA Foreign Agricultural Service (FAS)
- Wood Cooperators:
  - American Forest & Paper Association (AFPA)
  - APA-The Engineered Wood Association (APA)
  - Southern Pine Council (SPC)
  - American Hardwood Export Council (AHEC)
  - Softwood Export Council (SEC)
- USDA Animal and Plant Health Inspection Service (APHIS)

### Overseas Offices

- FAS Attaches
- Wood Cooperator Representatives
- US & Foreign Commercial Service

1. Is my company ready to export?
2. Do you provide any training or seminars for companies just starting or for those with a modest amount of export experience?
3. What products from my State are currently successful in overseas markets?
4. Are any other companies from my area actively exporting my products in country A?
5. Are there any local or State funds available to assist my company's efforts?
6. How can I join an upcoming industry or State delegation's travel to country B?
7. Where can I find a good banker or freight forwarder?
8. Where can I get help with export financing?
9. Where can I get help writing my business plan?

1. What are the trends in purchases from our major overseas markets?
2. Where can I find specific country information? Do you have any reports about market situation in country C?
3. Where can I get information on regulations, certification, and tariffs?
4. Can the Federal Government provide any assistance?
5. Are there any upcoming international trade shows that might be worthwhile? Do any cooperators offer beneficial sign up terms for overseas trade shows?
6. What benefits might my company gain by joining an industry association which focuses on exporting?
7. How do I find buyer information or trade leads for my exporting business?

1. I'm traveling to Country A next month. Can you meet with me or suggest any companies to meet with?
2. My product is stuck in port B due to a problem with documentation. What can I do?
3. We have established a distribution system in country C. Do you have any promotional activities that we can participate in to expand our export sales?
4. Who are our main competitors in country A?
5. How is this commodity sold and packaged for retail sale?
6. Would you please comment on the probability of acceptance for my product in your market?
7. Are there any political issues or holidays in country B that I should be aware of?

## USDA Export Programs

The Foreign Agricultural Service (FAS) administers several programs that promote or assist exporters of U.S. solid wood products. Two of these programs, the Foreign Market Development (FMD) program and Market Access Program (MAP) are conducted via cooperative agreements with the American Forest & Paper Association (AF&PA). The Export Credit Guarantee Program (GSM-102) is available to private U.S. commodity suppliers.

### **Foreign Market Development Program**

The goal of the Foreign Market Development Program, also known as the cooperator program, is to develop, maintain, and expand longterm export markets for U.S. agricultural products. Created 45 years ago, the program fosters a trade promotion partnership between USDA and U.S. agricultural producers and processors who are represented by nonprofit commodity or trade associations called cooperators. Under this partnership, USDA and the cooperators pool their technical and financial resources to conduct market development activities outside the United States.

Participants in the program include approximately 40 groups representing specific U.S. commodity sectors, including solid wood products. FAS has a cooperative agreement with AF&PA, which has the responsibility for coordinating all of the wood products export market development programs being undertaken with FAS. In turn, AF&PA member trade associations conduct market development activities in cooperation with FAS. Jointly financed export promotional activities include trade servicing, technical training and educational programs, seminars, demonstrations, international trade exhibits, and trade missions to and from the United States. This program is not available to individual companies. More information can be found by contacting the Forest and Fishery Products Division at 14th & Independence Avenue, S.W., Washington, DC 20250-1047. Tel. (202) 720-0638; Fax (202) 720-8461; Internet: <http://www.fas.usda.gov/mos/programs/fmd.html>

### **Market Access Program**

The Market Access Program (MAP), authorized in 1996, uses funds from USDA's Commodity Credit Corporation (CCC) to help U.S. producers, exporters, and other trade organizations finance promotional activities for U.S. agricultural products. The MAP encourages the development, maintenance, and expansion of commercial export markets for agricultural commodities including solid wood products. Activities financed include consumer promotions, market research, technical assistance, and trade servicing.

Additional information on these programs can be found at <http://www.fas.usda.gov/mos/programs/mapprog.html> and <http://www.fas.usda.gov/mos/programs/fmd.html> or by contacting the Forest and Fishery Products Division at 14th & Independence Avenue, S.W., Washington, DC 20250-1047. Tel. (202) 720-0638; Fax (202) 720-8461; Internet: <http://www.fas.usda.gov/ffpd>.

### **Export Credit Guarantee Program (GSM-102)**

The Export Credit Guarantee (GSM-102) program, administered by FAS, is designed to facilitate export financing of agricultural commodities or products. Credit terms range up to 3 years for many products and 720 days for wood products. With each transaction, the buyer must open a U.S. dollar denominated letter of credit on an approved foreign bank. The U.S. exporter

pays a fee and receives a payment guarantee from the CCC that will cover 98 percent of the principal and approximately 50% of the interest owed to the U.S. bank in the event that the foreign bank defaults.

Usually, the exporter assigns the payment guarantee to the U.S. bank financing the export sale. Thus, the foreign buyer may purchase agricultural commodities on deferred payment terms, and the exporter may nevertheless receive payment upon presentation of commercial documents to the U.S. bank. The U.S. bank financing the sale is protected by the CCC's guarantee in the event the foreign bank defaults under the letter of credit or related obligation. By transferring the risk of loss from U.S. exporters to the U.S. Government, the program helps to facilitate exports and permits exporters to meet competition from other countries.

The GSM-102 program is intended for cases where credit is necessary to increase or maintain U.S. exports to a foreign market and where private financial institutions would be unwilling to provide financing without the CCC's guarantee. The program is directed toward countries where the guarantees are necessary to secure financing of the exports and where the CCC has a reasonable expectation that the country and bank are creditworthy. For additional information about the GSM-102 program contact: Director, Operations Division, Export Credits, Box 1035-S, FAS/USDA, Washington, DC 20250-1035. Tel. (202) 720-6211; Internet: <http://www.fas.usda.gov/excredits/exp-cred-guar.html>

### **Emerging Markets Program**

The Emerging Markets Program is authorized by the Food, Agriculture, Conservation, and Trade Act of 1990 (FACT Act), as amended by the Federal Agriculture Improvement and Reform Act of 1996 (FAIR Act). Under the FAIR Act, a program of technical assistance to promote U.S. agricultural exports is authorized for emerging markets in all geographic regions. More information can be found at: Tel. (202) 720-4327; Internet: <http://www.fas.usda.gov/mos/em-markets/em-markets.html>

### **Quality Samples Program**

The Quality Samples Program (QSP) is a pilot program designed to encourage the development and expansion of export markets for U.S. agricultural commodities, under the authority of the Commodity Credit Corporation (CCC) Charter Act, 15 U.S.C. 714c(f). QSP funds are used to assist U.S. entities in providing samples to potential foreign importers to promote a better understanding and appreciation for the high quality of U.S. agricultural commodities. CCC will review all proposals it receives against the evaluation criteria contained in the program announcement and award QSP funds on a competitive basis. More information can be found on the Internet at: <http://www.fas.usda.gov/mos/programs/qsp.html>

### **Section 108 Program**

The Section 108 Program provides cost-sharing assistance in the form of foreign currencies to the private sector for the development, maintenance, and expansion of long-term export markets for U.S. agricultural products and agricultural technical assistance in participating countries. The Foreign Agricultural Service (FAS) strategically coordinates the activities approved in this program with those approved in FAS's Unified Export Strategy (UES) Program.

FAS administers the program through cooperative agreements that authorize successful applicants to work closely with FAS and its overseas offices to conduct these activities. Preference is given to nonprofit U.S. agricultural and trade groups that represent an entire industry or are nationwide in membership and scope.

The program allows all segments of U.S. agriculture, including those associated with small-volume export commodities, to participate in efforts to build export markets. The overseas promotions focus on generic U.S. commodities, rather than individual brand-name products, and are targeted toward long-term market development. More information can be found at Tel. (202) 720-4327; Internet: <http://www.fas.usda.gov/mos/108fact.htm>.

### **Supplier Credit Guarantee Program**

Under the Supplier Credit Guarantee Program (SCGP), CCC guarantees a portion of payments due from importers under short-term financing (up to 180 days) that exporters have extended directly to the importers for the purchase of U.S. agricultural commodities and products. These direct credits must be secured by promissory notes signed by the importers. Regulations for this program are found in 7 CFR 1493, Subpart D. More information can be found at <http://www.fas.usda.gov/excredits/scgp.html>

### **USDA Market Development Cooperators**

The activities of the principal associations participating in the Cooperator Program for solid wood products are summarized below:

#### **American Forest & Paper Association**

AF&PA's promotional philosophy is that as the umbrella organization for the wood products industry, it has the responsibility of undertaking general overseas promotion for all wood products. Once a presence for U.S. wood products has been established, the thrust of further market development is turned over to member associations. Individual companies and associations are encouraged to follow up on AF&PA's activities to try to establish overseas customers.

AF&PA conducts activities on issues that impact a large number of industry sectors and interests. Such issues include technical barriers to trade such as building codes and standards, fire and structural standards, systems design and application, test and certification standards, and phytosanitary issues. Activities are held in China, the EU, Japan, Korea, Mexico, and Southeast Asia. AF&PA also works in markets that are new to the U.S. wood products industry and are not yet developed to the point where product-specific promotion is warranted, except on a niche-by- niche basis. AF&PA has overseas offices in China, Japan, Korea, Hong Kong, and Mexico.

AF&PA's primary goal is to create market access for a wide range of value-added forest products by working in concert with, or on behalf of, other U.S. wood products associations on issues that affect a broad segment of the industry, or in new markets where regional and product specific marketing is not yet required. AF&PA works to enhance and support all other industry strategies, and works as a coordinating and liaison agent for these programs with FAS.

For further information contact AF&PA, 1111 19th Street NW, Suite 800, Washington, DC 20036. Tel. (202) 463-2700; Fax (202) 463-2785; Internet: <http://www.afandpa.org>.

### **American Hardwood Export Council**

The American Hardwood Export Council (AHEC) was created to serve the global demand for American hardwood products. AHEC, an umbrella association comprised of major U.S. hardwood product associations and hardwood exporting companies, maintains offices in Europe, Hong Kong, Japan, and Mexico. These offices provide technical literature and support to the U.S. hardwood industry overseas. Services by AHEC in support of exporting include:

- International market development programs
- Technical information and literature
- Promotional assistance and seminars
- Market intelligence
- Trade missions, fairs, and exhibitions
- Trade barrier reduction
- Overseas offices
- Source list of supplies for retailers and consumers
- AHEC membership directory

For further information contact AHEC, 1111 19th Street, NW, Suite 800, Washington, DC 20036. Tel. (202) 463-2720; Fax (202) 463-2787; Internet: <http://www.ahec.org>.

## **APA — The Engineered Wood Association**

APA — The Engineered Wood Association, founded in 1933, represents engineered wood producers who manufacture approximately 80 percent of the structural panels (softwood plywood, oriented strand board) made in the United States. The Association also represents 65 percent by volume of the glued-laminated timber manufactured in the United States. APA - The Engineered Wood Association represents 50 member companies located throughout the United States and provides a variety of services for its members. The objectives of these services are to:

- Increase product demand through domestic and international product promotion and marketing
- Maintain product quality through a rigorous quality inspection and testing program
- Research and develop new products and construction systems

For further information contact APA - The Engineered Wood Association, Box 11700, Tacoma, WA 98411-0700. Tel. (206) 565-6600; Fax (206) 565-7265; Internet: <http://www.apawood.org>.

## **Southern Pine Council**

The Southern Pine Council (SPC) is the promotional body for the Southern pine lumber industry. It is jointly coordinated and supported by members of the Southern Forest Products Association and the Southeastern Lumber Manufacturers Association. SPC carries out a broad array of promotional and technical programs on choosing and applying southern pine lumber throughout the United States and in over 20 countries worldwide. It provides its members with export assistance as well as market research, trade leads, and foreign language literature. For more information, contact the Southern Pine Council (SPC), P.O. Box 641700, Kenner, LA 70064-1700. Tel. (504) 443-4464; Fax (504) 443-6612; Internet: [www.southernpine.com](http://www.southernpine.com).

## **Softwood Export Council**

The SEC is a trade council of U.S. softwood grading agencies, industry trade associations, State export promotional development agencies, and others interested in promoting U.S. softwood internationally. The SEC coordinates overseas market development activities for the U.S. softwood industry with the Foreign Agricultural Service, and aids U.S. exports of softwood products by providing information and assistance to agents, importers, designers, and users of these products in other countries. Through trade association and grading agency members, SEC represents softwood exporters of lumber, veneer, mouldings and millwork, and component products. The SEC aids American exports of softwood products by providing:

- Information assistance to agents, importers, designers, and users of softwood products in other countries

- Market information and trade leads to U.S. softwood product producers
- Market research on emerging softwood products markets
- Trade missions and other forums for international market education
- Coordination of Foreign Market Development and Market Access Promotion strategic plans and funding requests with the U.S. Foreign Agricultural Service
- Coordination of overseas market development activities for the U.S. western softwood industry

For further information contact SEC, 520 SW Sixth Avenue, Suite 810, Portland, OR 97204-1514. Tel. (503) 248-0406, Fax (503) 248-0402; Internet: [www.softwood.org](http://www.softwood.org).

For a listing of the U.S. Wood Products Industry and FAS Contacts, please refer to Appendix X.

## APPENDIX I

### Key Publications on Exporting

Keeping up to date on foreign and domestic economic developments and trends is essential to marketing wood products overseas. A variety of major U.S. and foreign daily and weekly newspapers and magazines provide information on economic conditions and trends. Listed below is a small sample of the types of publications available from private and Government sources.

The following publications are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402, Tel. (202) 512-1800.

- Background Notes—Provides a survey of a nation's people, geography, economy, government, foreign policy, trade information (imports and exports), official exchange rates, major trading partners, and the nation's membership in international organizations
- Key Officers of Foreign Service Posts—Pocket-sized with contacts in U.S. embassies and consulates worldwide
- Export America—Provides information on overseas business opportunities, country profile summaries, and other useful articles on foreign trade, international business, and economics. Export America is published by the Department of Commerce-International Trade Administration and is available on the Internet at: <http://www.trade.gov/exportamerica>
- The World Factbook—Produced annually by the Directorate of Intelligence of the Central Intelligence Agency. It provides statistical information on foreign countries including population, land area, nationalities, religion, languages, labor force, government, government leaders, political parties, GNP, major industries, imports, exports, and exchange rates. This is available from the Superintendent of Documents at P.O. Box 371954, Pittsburg, PA 15250-7954. Tel. (202) 512-1800; Fax (202) 512-2250; Website: <http://www.odci.gov/cia/publications/factbook/docs/purchase.html>

The following publications are available from American Forest and Paper Association, 1111 19th St., NW, Suite 800, Washington, DC 20036. Tel. (202) 463-2700; Fax. 463-2785:

- International Trade Report—A bimonthly newsletter of the AF&PA on foreign market opportunities and worldwide issues and developments affecting U.S. wood products trade. Included are foreign market reviews, updates on U.S. trade policy initiatives, summaries of pending U.S. legislation affecting trade, references outlining export-related publications and information, and a listing of upcoming meetings, seminars, and foreign wood products trade shows
- Trends in Trade: The United States in World Markets—Provides U.S. wood products trade data and information on U.S. wood consumption and world wood trade. A bibliography and glossary are also provided

Other publications:

- ❑ FAS Commodity Circulars are reports on production, trade, and other specialized export information for major commodity groups, including wood products, issued at regular intervals during the year. The most recent ones are available on the FAS website at: <http://www.fas.usda.gov/currwmt.html>
- ❑ AgExporter—Magazine issued monthly by FAS which features articles and news items on market opportunities for U.S. agricultural products in foreign markets. Topics covered regularly include overseas markets and buying trends, new competitors and products, trade policy developments, and overseas promotional activities. It is available by subscription from the National Technical Information Service. Tel. (703) 605-6060. It is also available free on the web at: <http://www.fas.usda.gov/info/agexporter/agexport.html>
- ❑ Hardwood Market Report—Weekly reports on U.S. domestic hardwood lumber prices. Contact: Hardwood Market Report, P.O. Box 241325, 755 Crossover Ln., Suite 228, Memphis, TN 38124-1325. Tel. (901) 767-9126; Fax. (901) 767-7534
- ❑ Weekly Hardwood Review—Weekly reports on the U.S. hardwood situation. Contact: Weekly Hardwood Review, P.O. Box 471307, Charlotte, NC 28247-1307. Tel. (704) 543-4408
- ❑ Random Lengths Export Market Report—A biweekly report on world markets for forest products. Included are recent trends in U.S. wood products trade in major markets, price reports for selected products, and other domestic and foreign market information. Contact: Random Lengths Publications, Inc., P.O. Box 867, Eugene, OR 97440-0867. Tel. (503) 686-9925
- ❑ Wood Technology—Magazine issued nine times a year by Miller Freeman, Inc. It includes articles on wood products industries and trade for all major wood markets and producing regions of the world. Contact: Miller Freeman, Inc., 600 Harrison St., San Francisco, CA 94107, Tel. (415) 905-2200; Fax. (415) 905-2630
- ❑ Ocean Liner Cargo Service Directory—A reference of available ocean liner cargo services. It is free from the Agricultural Marketing Service, U.S. Department of Agriculture, Washington, DC 20250, Tel. (202) 690-1304
- ❑ Foreign Commerce Handbook, U.S. Chamber of Commerce, Washington, DC 20230, (202) 463-5460; Website: <http://www.uschamber.com/International/Publications>
- ❑ Uniform Customs and Practices for Documentary Credits, United States Council of the International Chamber of Commerce, 1212 Avenue of the Americas, New York, NY 10036
- ❑ 2000 Export Programs Guide: *A Business Guide to Federal Export Assistance*, available over the Internet at: [tradeinfo.doc.gov](http://tradeinfo.doc.gov) (*Export Programs Guide*). Hard copy versions of this publication are available free of charge from the Department of Commerce at 1-800-USA-TRADE

## **APPENDIX II**

### **Samples of Shipper's Export Declaration and APHIS Phytosanitary Certificate**

#### **SED**

an example of this form is available on line at:

<http://www.census.gov/foreign-trade/regulations/forms/index.html>

#### **Phytosanitary Certificate**

This form is available through the APHIS web site:

[http://www.aphis.usda.gov/ppq/pim/exports/form\\_577.htm](http://www.aphis.usda.gov/ppq/pim/exports/form_577.htm)

**SHIPPER'S EXPORT DECLARATION**

<b>1a. U.S. PRINCIPAL PARTY IN INTEREST (USPPI)</b> (Complete name and address)			
<b>ZIP CODE</b>	<b>2. DATE OF EXPORTATION</b>	<b>3. TRANSPORTATION REFERENCE NO.</b>	
<b>4. USPPI OR (P)R OR (E) NO.</b>	<b>5. PARTIES TO TRANSACTION</b> <input type="checkbox"/> Related <input type="checkbox"/> Non-related		
<b>6a. ULTIMATE CONSIGNEE</b> (Complete name and address)			
<b>6b. INTERMEDIATE CONSIGNEE</b> (Complete name and address)			
<b>7. FORWARDING AGENT</b> (Complete name and address)			
<b>8. PURCHASER'S STATE OF ORIGIN OR FTZ NO.</b>		<b>9. COUNTRY OF ULTIMATE DESTINATION</b>	
<b>10. LOADING MOD (Vessel only)</b>	<b>11. METHOD OF TRANSPORTATION (Specify)</b>	<b>14. CARRIER IDENTIFICATION CODE</b>	<b>15. SHIPMENT REFERENCE NO.</b>
<b>13. EXPORTING CARRIER</b>	<b>11. PORT OF EXPORT</b>	<b>16. AIRWAY NUMBER</b>	<b>17. HAZARDOUS MATERIALS</b> Yes No
<b>12. PORT OF UNLOADING (Vessel and air only)</b>	<b>18. CONTAINERIZED (Vessel only)</b> Yes No	<b>18. IN BOND-COM</b>	<b>19. RELATED EXPORT TRANSACTION</b> Yes No

28. SCHEDULE B DESCRIPTION OF COMMODITIES (Use column 29-31)					UN/PRODUCT NUMBER/ VOLUME/BILL NUMBER	VALUE (U.S. dollars, omit cents) (Include price or cost if not paid)
DF or DI	DESCRIPTION NUMBER	QUANTITY - SCHEDULE B UNIT (S)	SHIPPING WEIGHT (kg/lbs/lbm)	29		
29	30	31	32	33	34	35

<b>27. LICENSE INDU/CENSE EXCEPTION SYMBOL/AUTHORIZATION</b>	<b>28. ECN (When Required)</b>
<b>29. Duty authorized official or employee</b>	
The USPPI and/or the Forwarder (where applicable) above is/are forwarding agent for export control and customs purposes.	
<b>30. I certify that all statements made and all information supplied herein are true and correct and that I have read and understand the instructions for preparation of this document, set forth in the "Correct Way to Fill Out the Shipper's Export Declaration." I understand that civil and criminal penalties, including forfeiture and fines, may be imposed for making false or fraudulent statements herein, failing to provide the requested information or for violation of U.S. laws on exportation (15 U.S.C. Sec. 300; 22 U.S.C. Sec. 101; 18 U.S.C. Sec. 1021; 50 U.S.C. App. 2410).</b>	
<b>Signature</b>	Confidential — For use only for official purposes authorized by the Secretary of Commerce (U.S.C. 301).
<b>Title</b>	Export privileges are granted by regulation by U.S. Customs Service under Office of Export Operations.
<b>Date</b>	<b>31. AUTHENTICATION (When required)</b>
<b>Telephone No. (Area Code and City)</b>	<b>E-mail address</b>

This form may be printed by private parties provided it conforms to the official form. For sale by the Superintendent of Documents, Government Printing Office, Washington, DC 20402, and local Customs District Directors. The "Correct Way to Fill Out the Shipper's Export Declaration" is available from the U.S. Customs Service, Washington, DC 20233.

8. METHOD OF TRANSPORTATION (Specify)	Page _____ of _____ pages
11. PORT OF EXPORT	
9. COUNTRY OF ULTIMATE DESTINATION	

80. SCHEDULE B DESCRIPTION OF COMMODITIES (See columns 22-24)				VIN/PRODUCT NUMBER/ VEHICLE TITLE NUMBER	VALUE (U.S. dollars, unless noted (Specify units or code if not used))
06 or 11 (21)	SCHEDULE B NUMBER  (22)	QUANTITY — SCHEDULE B (UNITS)  (23)	SHIPPER WEIGHT (Kilograms)  (24)	064	051

29. LICENSE IN/LICENSE EXCEPTION SYMBOL/AUTHORIZATION	28. ECCN (When required)	DO NOT USE THIS AREA
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For use solely for official purposes  
authorized by the Secretary of  
Commerce (13 U.S.C. 3011g)

This form may be printed by private parties provided it conforms to the official form. For sale by the Superintendent of Documents, Government Printing Office, Washington, DC 20402, and local Customs District Offices. The "General Way to Fill Out the Shipper's Export Declaration" is available from the U.S. Census Bureau, Washington, DC 20233.



PPQ HOME - EXPORT SERVICES

# Phytosanitary Certificate, PPQ Form 577 (View Only)

<small>Non-PHYTOSANITARY certificates are to be used only on commodities as described in 49 CFR 229.2</small>		<small>See reverse for appropriate health information.</small>		<small>FORM APPROVED OMB NO. 0570-0027</small>	
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE		PLACE OF ORIGIN			
<b>PHYTOSANITARY CERTIFICATE</b>		NO: <b>FPC4999731</b>			
TO: THE PLANT PROTECTION ORGANIZATION(S) OF		DATE ISSUED			
<b>CERTIFICATION</b>					
This is to certify that the plants or plant products described below have been inspected according to appropriate procedures and are considered to be free from quarantine pests, and probably free from other regulated pests, and that they are considered to conform with the current phytosanitary regulations of the importing country.					
<b>DESCRIPTION AND/OR IDENTIFICATION TREATMENT</b>					
1. DATE		2. TREATMENT			
3. DISEASES UNDER CONTROL		4. DURATION AND TEMPERATURE			
5. COMMENTS		6. ADDITIONAL INFORMATION			
<b>DESCRIPTION OF THE COMMODITY</b>					
7. NAME AND ADDRESS OF THE EXPORTER		8. DECLARED MARK AND ADDRESS OF THE COMPANY			
9. NAME OF PRODUCE AND QUANTITY ALLOWED		10. BOTANICAL NAME OF PLANT			
11. NUMBER AND DESCRIPTION OF PACKAGES		12. TREATMENT MARK			
13. PLACE OF ORIGIN		14. DECLARED MEANS OF TRANSPORT			
		15. DECLARED PORT OF ENTRY			
WARNING: Any alteration, forgery, or unauthorized use of this phytosanitary certificate is subject to civil penalties of up to \$30,000 (Section 491 of Public Law 104-204) or possible by a fine of not more than \$10,000, or imprisonment of not more than 5 years, or both (49 U.S.C. Section 1027).					
<b>ADDITIONAL DECLARATION</b>					
16. DATE ISSUED		17. NAME OF AUTHORIZED OFFICER (Title or Rank)		18. SIGNATURE OF AUTHORIZED OFFICER	
No agency shall attach to this United States Department of Agriculture or to any office or representative of the Department any stamp to this certificate.					

## APPENDIX III

### Addresses of State Foresters

#### ALABAMA

AL Forestry Commission  
513 Madison Ave.  
Montgomery, AL 36130  
(334) 240-9304  
FAX 240-9390

#### ALASKA

AK-DNR  
Division of Forestry  
State Forester's Office  
400 Willoughby Ave, 3rd Fl.  
Juneau, AK 99801  
907/ 465-3379  
FAX 586-3113

#### AMERICAN SAMOA

American Samoa  
Community College  
P.O. Box 5319  
Pago Pago, AS 96799  
(684) 699-1394  
FAX 699-4595

#### ARIZONA

State Land Department  
1616 W. Adams  
Phoenix, AZ 85007  
(602) 542-2515  
FAX 542-2590

#### ARKANSAS

AR Forestry Comm.  
3821 W. Roosevelt Rd.  
Little Rock, AR  
72204-6396  
501/296-1940  
FAX 296-1949

#### CALIFORNIA

Department of Forestry  
Resources Building  
P.O. Box 944246  
1416 9th St., Rm. 1505  
Sacramento, CA 94244-2460  
(916) 653-7772  
FAX 653-4171

#### COLORADO

CO State Forest Service  
CO State University  
203 Forestry Building  
Fort Collins, CO 80523  
(303) 491-6303  
FAX 491-7736

#### CONNECTICUT

DEP, Division of Forestry  
79 Elm St., 6th Floor  
Hartford, CT 06106  
(860) 424-3630  
FAX 424-4070

#### DELAWARE

Forestry Section  
2320 S. DuPont Hwy.  
Dover, DE 19901  
(302) 739-4811  
FAX 697-6287

#### DISTRICT OF COLUMBIA

Trees & Lands  
District Government  
2750 S. Capitol St., SE  
Washington, DC 20032  
(202) 727-5321  
FAX 724-1406

#### FEDERATED STATES OF MICRONESIA

FSM Dept. of Resources and  
Development  
P.O. Box 12, Capitol Postal Station  
Palikir, Pohnpei  
Federated States of Micronesia  
96941  
(691) 320-2646  
FAX 320-5854

#### FLORIDA

Division of Forestry  
3125 Conner Blvd.  
Tallahassee, FL 32399-1650  
(850)488-4274  
FAX 488-0863

#### GEORGIA

GA Forestry Comm.  
P.O. Box 819  
Macon, GA  
31202-0819  
(912) 751-3480  
FAX 751-3465

#### GUAM

Forestry & Soil Resources  
Division  
192 Dairy Road  
Mangilao, Guam 96923  
(671) 735-3949  
FAX 734-0111

#### HAWAII

Division of Forestry & Wildlife  
1151 Punchbowl Street  
Honolulu, HI 96813  
(808) 587-0166  
FAX 587-0160

#### IDAHO

ID Department of Lands  
954 West Jefferson St.  
P.O. Box 83720  
Boise, ID 83720-0050  
(208) 334-0200  
FAX 334-2339

#### ILLINOIS

Division of Forest Resources  
524 S. Second Street (62701)  
P.O. Box 19225  
Springfield, IL 62794-9225  
(217) 782-2361  
FAX 785-5517

#### INDIANA

Dept. of Nat. Resources  
402 W. Washington St.  
Room W-269  
Indianapolis, IN 46204  
(317) 232-4105  
FAX 233-3863

#### IOWA

Dept. of Nat. Resources  
Wallace Office Building  
East 9th & Grand Ave.  
Des Moines, IA 50319  
(515) 281-8657  
FAX 281-6794

#### KANSAS

Kansas Forest Service  
2610 Claflin Road  
Manhattan, KS 66502-2798  
(913) 532-3300  
FAX 532-3305

#### KENTUCKY

KY Division of Forestry  
627 Comanche Trail  
Frankfort, KY 40601  
(502) 564-4496  
FAX 564-6553

**LOUISIANA**

Office of Forestry  
P.O. Box 1628  
Baton Rouge, LA 70821  
(504) 925-4500  
FAX 922-1356

**MAINE**

ME Forest Service  
State House, Sta. #22  
Augusta, ME 04333  
(207) 287-2791  
FAX 287-8422

**REPUBLIC OF THE MARSHALL ISLANDS**

Ministry of Resources and  
Development  
Coconut St.  
P.O. Box 1727  
Majuro, Republic of the Marshall  
Islands 96960  
(692) 625-3206  
FAX 625-3005

**MARYLAND**

Forest, Park, & Wildlife Service  
Tawes State Office Bldg  
580 Taylor Ave.  
Annapolis, MD 21401  
(410) 260-8531  
FAX 974-5387

**MASSACHUSETTS**

DEM - Bureau of Forestry  
P.O. Box 1433  
Pittsfield, MA 01202  
(413) 442-8928 x33  
FAX 442-5860

**MICHIGAN**

Forest Management Div.  
MI - Dept. of Natural Res.  
Mason Bldg, 8th Floor  
Box 30452  
Lansing, MI 48909-7952  
(517) 335-4225  
FAX 373-2443

**MINNESOTA**

Division of Forestry  
500 Lafayette Rd.  
St. Paul, MN  
55155-4044  
(612) 296-4484  
FAX 296-5954

**MISSISSIPPI**

MS Forestry Comm.  
Suite 300, 301 Building  
Jackson, MS 39201  
(601) 359-1386  
FAX 359-1349

**MISSOURI**

MO Dept. of Conservation  
2901 W. Truman Blvd.  
P.O. Box 180  
Jefferson City, MO 65102  
(314) 751-4115  
FAX 526-6670

**MONTANA**

Dept. of State Lands  
Forestry Division  
2705 Spurgin Road  
Missoula, MT 59801  
(406) 542-4300  
FAX 542-4217

**NEBRASKA**

Dept. of Forestry, Fish, & Wildlife  
Rm. 101, Plant Industries Bldg.  
Lincoln, NE 68583  
(402) 472-2944  
FAX 472-2964

**NEVADA**

Division of Forestry  
123 W. Nye Lane  
Suite 142  
Carson City, NV 89710  
(702) 687-4353  
FAX 687-4244

**NEW HAMPSHIRE**

Div. of Forests & Lands  
Box 1856  
172 Pembroke Road  
Concord, NH  
03302-0856  
(603) 271-2214  
FAX 271-2629

**NEW JERSEY**

NJ Forest Service  
CN 404, 501 E. State Street  
Station Plaza #5  
Trenton, NJ 08625  
(609) 292-2520  
FAX 984-0378

**NEW MEXICO**

Forestry and Resources  
Conservation & Division  
P.O. Box 1948  
Sante Fe, NM  
87504-1948  
(505) 827-5830  
FAX 827-3903

**NEW YORK**

Div. of Lands & Forests  
50 Wolf Road  
Albany, NY  
12333-42505  
(518) 457-2475  
FAX 457-5438

**NORTH CAROLINA**

NC Div. of Forest Resources  
P.O. Box 27687  
Raleigh, NC  
27611-7687  
(919) 733-2162  
FAX 715-4350

**NORTH DAKOTA**

ND Forest Service  
First & Brander  
Bottineau, ND 58318  
(701) 228-2277  
FAX 228-5448

**OHIO**

Division of Forestry  
4383 Fountain Sq.  
Columbus, OH 43224  
(614) 265-6690  
FAX 447-9231

**OKLAHOMA**

OK Dept. of Agriculture  
Forestry Services  
2800 N. Lincoln Blvd.  
Oklahoma City, OK 73105  
(405) 521-3864  
FAX 521-4912

**OREGON**

OR Dept. of Forestry  
2600 State Street  
Salem, OR 97310  
(503) 945-7211  
FAX 945-7212

**PENNSYLVANIA**  
Bureau of Forestry  
P.O. Box 8552  
Harrisburg, PA 17105  
(717) 787-2703  
FAX 783-5109

**PUERTO RICO**  
Forest Service  
Dept. of Nat. Resources  
P.O. Box 5887  
Puerta de Tierra  
San Juan, PR 00906  
(809) 724-3647

**RHODE ISLAND**  
Div. of Forest Environment  
1037 Hartford Pike  
North Scituate, RI 02857  
(401) 647-3367  
FAX 647-3590

**SOUTH CAROLINA**  
SC Forestry Comm.  
P.O. Box 21707  
Columbia, SC 29221  
(803) 896-8800  
FAX 798-8097

**SOUTH DAKOTA**  
Division of Forestry  
Foss Building  
523 East Capitol Ave.  
Pierre, SD 57501  
(605) 773-4260  
FAX 773-5926

**TENNESSEE**  
TN Dept. of Agriculture  
Division of Forestry  
P.O. Box 40627  
Melrose Station  
Nashville, TN 37204  
(615) 360-0722  
FAX 360-0756

**TEXAS**  
Texas Forest Service  
College Station, TX 77843-2136  
(409) 845-2601  
FAX 845-5764

**UTAH**  
Dept. Nat. Resources  
3 Triad Center, Ste 425  
Salt Lake City, UT 84180-1204  
(801) 538-5555  
FAX 533-4111

**VERMONT**  
Dept. of Forests, Parks, &  
Recreation  
103 S. Main St., 10 South  
Waterbury, VT 05676  
(802) 241-3670  
FAX 244-1481

**VIRGIN ISLANDS**  
VI Forestry Program  
King Field Post Office  
Dept. of Agriculture  
St. Croix, VI 00850  
(809) 778-0097, Ext. 19

**VIRGINIA**  
VA Dept. of Forestry  
P.O. Box 3758  
Charlottesville, VA 22903  
(804) 977-6555  
FAX 977-7749

**WASHINGTON**  
Dept. of Nat. Resources  
Box 47001  
1111 Washington Street  
Olympia, WA  
98504-7001  
(360) 902-1000  
FAX 902-1775

**WEST VIRGINIA**  
Forestry Division  
1900 Kanawha Blvd. East  
Charleston, WV  
25305-0180  
(304) 558-3446  
FAX 588-0143

**WISCONSIN**  
Dept. of Nat. Resources  
P.O. Box 7921  
Madison, WI 53707  
(608) 266-0842  
FAX 266-8576

**WYOMING**  
WY State Forestry Div.  
1100 West 22nd St.  
Cheyenne, WY 82002  
(307) 777-7586  
FAX 637-8726

**NATL. ASSOC. OF STATE  
FORESTERS**  
Hall of the States  
444 North Capitol Street  
Suite 540  
Washington, DC 20001  
(202) 624-5415  
FAX 624-5407

## APPENDIX IV

### Desk Offices of the International Trade Administration (ITA), U.S. Department of Commerce

The following is a listing of desk offices of the ITA, U.S. Department of Commerce. The area code for all numbers listed is 202. Letters should be addressed to: (Country) Desk Officer, U.S. Department of Commerce, Herbert C. Hoover Building, Washington, DC 20230.

<b>Country</b>	<b>Telephone</b>	<b>Country</b>	<b>Telephone</b>
Afghanistan .....	482-2954	Cote D'Ivoire .....	482-4388
Albania .....	482-2465	Cuba .....	482-4464
Algeria .....	482-1860	Cyprus .....	482-2177
Angola .....	482-4228	Czech Rep. ....	482-2645
Anguilla .....	482-4464	Djibouti .....	482-4564
Antigua .....	482-4464	Denmark .....	482-3254
Barbuda .....	482-4464	Dominica .....	482-4464
Argentina .....	482-4464	Dominican Republic .....	482-4464
Armenia .....	482-2655	East Caribbean .....	482-4464
ASEAN .....	482-2522	Ecuador .....	482-4464
Australia .....	482-4958	Egypt .....	482-1860
Austria .....	482-2434	El Salvador .....	482-4464
Azerbaijan .....	482-4655	Equatorial Guinea .....	482-4388
Bahamas .....	482-4464	Eritrea .....	482-4564
Bahrain .....	482-1860	Estonia .....	482-4564
Balkan States .....	482-2645	Ethiopia .....	482-4564
Bangladesh .....	482-2954	European Union .....	482-5276
Barbados .....	482-4464	Finland .....	482-3254
Belarus .....	482-4655	France .....	482-6008
Belgium .....	482-6008	Gabon .....	482-5149
Belize .....	482-4464	Gambia .....	482-4388
Benin .....	482-5149	Georgia .....	482-4655
Bermuda .....	482-4464	Germany .....	482-2435
Bhutan .....	482-2955	Ghana .....	482-5149
Bolivia .....	482-4464	Greece .....	482-2177
Botswana .....	482-4228	Grenada .....	482-4464
Brazil .....	482-4464	Guadeloupe .....	482-4464
Brunei .....	482-3694	Guatemala .....	482-4464
Bulgaria .....	482-2645	Guinea .....	482-4388
Burkina Faso .....	482-4388	Guinea Bissau .....	482-4388
Burma .....	482-3894	Guyana .....	482-4464
Burundi .....	482-4388	Haiti .....	482-4464
Cambodia .....	482-3877	Honduras .....	482-4464
Cameroon .....	482-5149	Hong Kong .....	482-4681
Canada .....	482-4464	Hungary .....	482-2645
Cape Verde .....	482-4388	Iceland .....	482-3254
Caribbean .....	482-1648	India .....	482-2954
Cayman Is. ....	482-4464	Indonesia .....	482-2522
Central African Republic ...	482-4388	Iran .....	482-1860
Chad .....	482-4388	Iraq .....	482-1860
Chile .....	482-4464	Ireland .....	482-3748
Colombia .....	482-1659	Israel .....	482-1860
Comoros .....	482-5149	Italy .....	482-0010
Congo .....	482-5149	Jamaica .....	482-5680
Costa Rica .....	482-4464	Japan .....	482-2425

<b>Country</b>	<b>Telephone</b>
Jordan .....	482-1860
Kazakhstan .....	482-4655
Kenya .....	482-4564
Korea .....	482-4390
Kuwait .....	482-1860
Kyrgyz Rep .....	482-4655
Laos .....	482-4958
Latvia .....	482-2645
Lebanon .....	482-1860
Lesotho .....	482-4228
Liberia .....	482-4388
Libya .....	482-1860
Lithuania .....	482-2645
Luxembourg .....	482-6008
Macau .....	482-4681
Madagascar .....	482-4564
Malawi .....	482-4228
Malaysia .....	482-2522
Maldives .....	482-2954
Mali .....	482-4388
Malta .....	482-3945
Martinique .....	482-2524
Mauritania .....	482-4388
Mauritius .....	482-4564
Mexico .....	482-4464
Moldova .....	482-4655
Mongolia .....	482-4681
Montserrat .....	482-4464
Morocco .....	482-4464
Mozambique .....	482-4228
Namibia .....	482-1860
Nepal .....	482-2954
Netherlands .....	482-6008
Netherlands Antilles .....	482-4464
New Zealand .....	482-4958
Nicaragua .....	482-4464
Niger .....	482-4388
Nigeria .....	482-5149
Norway .....	482-4414
Oman .....	482-1860
Pacific Is. ....	482-4958
Pakistan .....	482-2955
Panama .....	482-3025
Paraguay .....	482-4464
People's Republic of China .....	482-4661
Peru .....	482-2521
Philippines .....	482-2522
Poland .....	482-2645
Portugal .....	482-4945

<b>Country</b>	<b>Telephone</b>
Puerto Rico .....	482-4464
Qatar .....	482-1860
Romania .....	482-2645
Russia .....	482-4655
Rwanda .....	482-4388
Sao Tome and Principe ....	482-4388
Saudi Arabia .....	482-1860
Senegal .....	482-4388
Seychelles .....	482-4564
Sierra Leone .....	482-4388
Singapore .....	482-4958
Slovak Republic .....	482-2645
Somalia .....	482-4564
South Africa .....	482-5148
Spain .....	482-4945
Sri Lanka .....	482-2955
St. Kitts-Nevis .....	482-4464
St. Lucia .....	482-4464
St. Martin .....	482-4464
St. Vincent- Grenadines ...	482-4464
Sudan .....	482-4564
Suriname .....	482-2527
Swaziland .....	482-4228
Sweden .....	482-4414
Switzerland .....	482-2435
Syria .....	482-1860
Taiwan .....	482-4681
Tajikistan .....	482-4655
Tanzania .....	482-4228
Thailand .....	482-2522
Trinidad & Tobago .....	482-2527
Tunisia .....	482-1860
Turkey .....	482-2177
Turkmenistan .....	482-4655
Turks & Caicos Islands ....	482-4464
Uganda .....	482-4564
Ukraine .....	482-4655
U.A.E. ....	482-1860
U.K. ....	482-3748
Uruguay .....	482-4464
Uzbekistan .....	482-4655
Venezuela .....	482-4464
Vietnam .....	482-3877
Virgin Islands .....	482-4464
Yemen, Republic of .....	482-1860
Zaire .....	482-4388
Zambia .....	482-4228
Zimbabwe .....	482-4228

## APPENDIX V

### U.S. and Foreign Commercial Service District Offices

(\*) Denotes Trade Specialist at a Branch Office

(\*\*) Denotes a U.S. Export Assistance Center

#### ALABAMA

Medical Forum Bldg.  
Room 707  
950 22nd. St. North  
Birmingham, AL 35203  
(205) 731-1331  
FAX 731-0076

#### ALASKA

550 West 7th Ave.  
Suite 1700  
Anchorage, AK 99051  
(907) 271-6237  
FAX 271-6242

#### ARIZONA

2901 N. Central Ave.  
Tower One, Suite 970  
Phoenix, AZ 85012  
(602) 640-2513  
FAX 640-2518

166 West Alameda  
Tucson, AZ 85701  
(520) 670-5540  
FAX 791-5413

#### ARKANSAS

TCBY Tower Building  
425 West Capitol Ave.  
Suite 700  
Little Rock, AR 72201  
(501) 324-5794  
FAX 324-7380

#### CALIFORNIA

390-B Fir Avenue  
Clovis, CA 93611  
(209) 325-1619  
FAX 325-1647

11000 Wilshire Blvd.  
Room 9200  
Los Angeles, CA 90024  
(310) 235-7104  
FAX 235-7220

350 South Figueroa Street,  
Suite 172  
Los Angeles, CA 90071  
(213) 894-8784  
FAX 894-8789

11150 Olympic Blvd., Suite 975  
Los Angeles, CA 90064  
(310) 235-7104  
FAX 235-7220

c/o Monterey Institute of  
International Studies  
411 Pacific St., Suite 320,  
Monterey, CA 93940  
(831) 641-9850  
FAX 641-9849

330 Ignacio Blvd  
Suite 102  
Novato, CA 94949  
(415) 883-1966  
FAX 883-2711

(\*\*) One World Trade Center,  
Suite 1670  
Long Beach, CA 90831  
(562) 980-4550  
FAX 980-4561

530 Water Street  
Suite 740  
Oakland, CA 94607  
(510) 273-7350  
FAX 251-7352

2940 Inland Empire Blvd.,  
Suite 121  
Ontario, CA 91764  
(909) 466-4134  
FAX 466-4140

3300 Irvine Avenue  
Suite 305  
Newport Beach, CA 92660  
(949) 660-1688  
FAX 660-8039

5700 Ralston Street  
Suite 310  
Ventura County, CA 93003  
(805) 676-1573  
FAX 981-1892

917 7th Street  
2nd Floor  
Sacramento, CA 95814  
(916) 498-5155  
FAX 498-5923

6363 Greenwich Dr.  
Suite 230  
San Diego, CA 92122  
(619) 557-5395  
FAX 557-6175

280 Montgomery St.  
14th Floor  
San Francisco, CA 94104  
(415) 705-2300  
FAX 705-2297

(\*) 5201 Great American Parkway  
#456  
Santa Clara, CA 95054  
(408) 970-4610  
FAX 970-4618

(\*\*) 101 Park Center Drive,  
Suite 1001  
San Jose, CA 95113  
(408) 271-7300  
FAX 271-7307

#### COLORADO

(\*\*) 1625 Broadway  
Suite 680  
Denver, CO 80202  
(303) 844-6623  
844-5651

#### CONNECTICUT

213 Court Street  
Suite 903  
Middletown, CT 06457-3346  
(860) 638-6950  
FAX 638-6970

#### DELAWARE

Served by the Philadelphia District  
Office

#### DISTRICT OF COLUMBIA

Served by the Baltimore USEAC

#### FLORIDA

1130 Cleveland Street  
Clearwater, FL 33755  
(727) 441-1742  
FAX 449-2889

200 E. Las Olas Blvd. Suite 1600  
Ft. Lauderdale North, FL 33301  
(954) 356-6640  
FAX 356-6644

(\*\*) 5600 Northwest 36th St.  
Suite 617  
Miami, FL 33166  
(305) 526-7425  
FAX 526-7434

(\*) Bola Park Center  
Suite 1270  
200 E. Robinson St.  
Orlando, FL 32801  
(407) 648-6235  
FAX 648-6756

The Capitol  
Suite 2001  
Tallahassee, FL 32399-0001  
(850) 488-6469  
FAX 487-3014

#### **GEORGIA**

(\*\*)285 Peachtree Center Avenue,  
NE  
Suite 200  
Atlanta, GA 30303-1229  
(404) 657-1900  
FAX 657-1970

6001 Chatham Center Drive,  
Suite 100  
Savannah, GA 31405  
(912) 652-4204  
FAX 652-4241

#### **HAWAII**

1001 Bishop St  
Pacific Tower  
Suite 1140  
Honolulu, HI 96813  
(808) 522-8040  
FAX: 522-8045

#### **IDAHO**

(\*) 700 West State St.  
2nd Floor  
Boise, ID 83720  
(208) 334-3857  
FAX 334-2783

#### **ILLINOIS**

(\*\*) Xerox Center  
55 West Monroe St.  
Suite 2440  
Chicago, IL 60603  
(312) 353-8045  
FAX 353-8120

610 Central Avenue  
Suite 150  
Highland Park IL 60035  
(847) 681-8010  
FAX: (847) 681-8012

922 N. Glenwood Ave.  
Jobst Hall, Room 141  
Peoria, IL 61606  
(815) 987-8123  
FAX 963-7943

(\*) 515 N. Court St.  
P.O. Box 1747  
Rockford, IL 61103  
(815) 987-8123  
FAX 963-7943

#### **INDIANA**

Penwood One, Ste. 106  
11406 N. Pennsylvania Street  
Carmel, IN 46032  
(317) 582-2300  
FAX 582-2301

#### **IOWA**

601 Locust Street  
Suite 100  
Des Moines, IA 50309-3739  
(515) 288-8614  
FAX 288-1437

#### **KANSAS**

209 East William  
Suite 300  
Wichita, KS 67202-4001  
(316) 269-6160  
FAX 269-6111

#### **KENTUCKY**

601 W. Broadway  
Room 634B  
Louisville, KY 40202  
(502) 582-5066  
FAX 582-6573

2292 S. Highway 27  
Suite 240  
Somerset, KY 42501  
(606) 677-6160  
FAX 677-6161

#### **LOUISIANA**

(\*\*)365 Canal Street  
Suite 2150  
New Orleans, LA 70130  
(504) 589-6702  
FAX 589-2337

7100 West Park Road  
Shreveport, LA 71129  
(318) 676-3064  
FAX 676-3063

#### **MAINE**

c/o Maine International Trade  
Center  
511 Congress Street  
Portland, ME 04101  
(207) 541-7400  
FAX 541-7420

#### **MARYLAND**

(\*\*) World Trade Center  
Suite 2432  
401 East Pratt Street  
Baltimore, MD 21202  
(410) 962-4539  
FAX 962-4529

#### **MASSACHUSETTS**

(\*\*)164 Northern Ave.  
World Trade Center  
Suite 307  
Boston, MA 02210  
(617) 424-5990  
FAX 424-5992

164 Northern Avenue  
World Trade Center  
Suite 307  
Marlborough, MA 02210  
(617) 424-5990  
FAX 424-5992

#### **MICHIGAN**

(\*\*) 211 W. Fort Street  
Suite 2220  
Detroit, MI 48226  
(313) 226-3650  
FAX 226-3657

425 S. Main Street  
Suite 103  
Ann Arbor 48104  
(734) 741-2430  
FAX 741-2432

301 W. Fulton St.  
Suite 718-S  
Grand Rapids, MI 49504  
(616) 458-3564  
FAX 458-3872

Oakland Pointe Office Building  
250 Elizabeth Lake Road  
Suite 1300 West  
Pontiac, MI 48341  
(248) 975-9600  
FAX 975-9606

**MINNESOTA**  
(\*\*)45 South 7th St.  
Suite 2240  
Minneapolis, MN 55402  
(612) 348-1638  
FAX 348-1650

**MISSISSIPPI**  
704 East Main St.  
Raymond, MS 39154  
(601) 857-0128  
FAX 857-0026

**MISSOURI**  
(\*\*)8182 Maryland Ave.  
Suite 303  
St. Louis, MO 63105  
(314) 425-3302  
FAX 425-3381

2345 Grand  
Suite 650  
Kansas City, MO 64108  
(816) 410-9201  
FAX 410-9208

**MONTANA**  
c/o Montana World  
Trade Center  
Gallagher Business Bldg.  
Suite 257  
Missoula, MT 59812  
(406) 243-2098  
FAX 243-5259

**NEBRASKA**  
(\*) 11135 "O" Street  
Omaha, NE 68137  
(402) 221-3664  
FAX 221-3688

**NEVADA**  
1755 East Plumb Lane  
Suite 152  
Reno, NV 89502  
(702) 784-5203  
FAX 784-5343

**NEW HAMPSHIRE**  
17 New Hampshire Ave.  
Portsmouth, New Hampshire  
03801-2838  
(603) 334-6074  
FAX 334-6110

**NEW JERSEY**  
(\*\*) 3131 Princeton Pike,  
Building #4, Suite 105  
Trenton, NJ 08648  
(609) 989-2100  
FAX 989-2396

One Gateway Center  
9th Floor  
Newark, NJ 07102  
(973) 645-4682  
FAX 645-4783

**NEW MEXICO**  
(\*) c/o NM Dept. of Economic  
Development  
P.O. Box 20003  
Santa Fe, NM 87504  
(505) 827-0350  
FAX 827-0263

**NEW YORK**  
1304 Federal Building  
111 West Huron St.  
Buffalo, NY 14202  
(716) 551-4191  
FAX 551-5290

163 West 125th Street Suite 904  
Harlem, NY 10027  
(212) 860-6200  
FAX 860-6203

1550 Franklin Avenue Room 207  
Mineola, NY 11501  
(516) 739-1765  
FAX 739-3310

(\*\*) *temporary location*  
U.S. Court House Room 3004  
40 Foley Square  
New York, NY  
(212) 857-8910  
FAX (212) 857-8920

707 Westchester Ave. Suite 209  
White Plains, NY 10604  
(914) 682-6712  
FAX 682-6698

**NORTH CAROLINA**  
(\*\*)521 East Morehead Street  
Suite 435  
Charlotte, NC 28202  
(704) 333-4886  
FAX 332-2681

400 West Market Street  
Suite 102  
Greensboro, NC 27401  
(336) 333-5345  
FAX 333-5158

333 Fayetteville Mall St.  
Suite 1150  
Raleigh, NC 27601  
(919) 961-5363  
(919) 715-7373 x514/515  
FAX 715-7777

**NORTH DAKOTA**  
Served by the Minneapolis District  
Office

**OHIO**  
36 East 7th Street  
Suite 2650  
Cincinnati, OH 45202  
(513) 684-2944  
FAX 684-3227

(\*\*)Bank One Center  
600 Superior Ave., E.  
Suite 700  
Cleveland, OH 44114  
(216) 522-4750  
FAX 522-2235

Two Nationwide Plaza, Suite 1400  
Columbus, OH 43215  
(614) 365-9510  
FAX 365-9598

300 Madison Avenue  
Toledo, OH 43604  
(419) 241-0683  
FAX 241-0684

**OKLAHOMA**  
301 Northwest 63rd Street,  
Suite 330  
Oklahoma City, OK 73116  
(405) 608-5302  
FAX 608-4211

700 N. Greenwood Avenue,  
Suite 1400  
Tulsa, OK 74106  
(918) 581-7650  
FAX 594-8413

**OREGON**  
1445 Willamette Street Suite 13  
Eugene, OR 9740-4003  
(541) 465-6575  
FAX 465-6704

(\*\*)One World Trade Center  
Suite 242  
121 SW Salmon Street  
Portland, OR 97204  
(503) 326-3001  
FAX 326-6351

**PENNSYLVANIA**  
One Commerce Square  
228 Walnut Street  
Room 850  
Harrisburg, PA 17108-1698  
(717) 221-4510  
FAX 221-4505

The Curtis Center  
Suite 580 West  
Independence Square W.  
Philadelphia, PA 19106  
(215) 597-6101  
FAX 597-6123

(\*\*)1 Independence Mall  
Suite 1501  
615 Chestnut Street  
Philadelphia, PA 19106  
(215) 597-6101  
FAX 597-6123

2002 Federal Building  
1000 Liberty Ave.  
Pittsburgh, PA 15222  
(412) 395-5050  
FAX 395-4875

**PUERTO RICO**  
525 F.D. Roosevelt Avenue,  
Suite 905  
San Juan, Puerto Rico 00918  
(787) 766-5555  
FAX 766-5692

**RHODE ISLAND**  
One West Exchange St.  
Providence, RI 02903  
(401) 528-5104  
FAX 528-5067

**SOUTH CAROLINA**  
Strom Thurmond Federal Building  
Suite 172  
1835 Assembly Street  
Columbia, SC 29201  
(803) 765-5345  
FAX 253-3614

5300 International Blvd.  
Suite 201-C  
Charleston, SC 29418  
PHONE: (843) 760-3794  
FAX: (843) 760-3798

Park Central Office Park Bldg. 1,  
Ste. 109  
555 N. Pleasantburg Drive  
Greenville, SC 29607  
PHONE: (864) 271-1976,  
FAX: (864) 271-4171

**SOUTH DAKOTA**  
Augustana College 2001 S.  
Summit Avenue  
Madsen Center  
Room 152  
Sioux Falls, SD 57197  
(605) 330-4264  
FAX 330-4266

**TENNESSEE**  
Parkway Towers  
Suite 114  
404 James Robertson Parkway  
Nashville, TN 37219  
(615) 736-5161  
FAX 736-2454

Buckman Hall  
650 East Parkway South  
Suite 348  
Memphis, TN 38104  
(901) 323-1543  
FAX 320-9128

601 West Summit Hill Drive,  
Suite 300  
Knoxville, TN 7902-2011  
(423) 545-4637  
FAX 545-4435

**TEXAS**  
(\*\*) 2050 N. Stemmons Fwy.,  
Suite 170  
Dallas, TX 75342  
(214) 767-0542  
FAX 767-8240

(\*) 1700 Congress  
2nd Floor  
Austin, TX 78701  
(512) 916-5939  
FAX 916-5940

711 Houston Street  
Fort Worth, TX 76102  
(817) 212-2673  
FAX 978-0178

500 Dallas  
Suite 1160  
Houston, TX 77002  
(713) 229-2578  
FAX 229-2203

C/O City of San Antonio - IAD  
203 S. St.Mary's  
Suite 360  
San Antonio, TX 78205  
(210) 228-9878  
FAX 228-9874

**UTAH**

324 S. State Street  
Suite 221  
Salt Lake City, UT 84111  
(801) 524-5116  
FAX 524-5886

**VERMONT**

National Life Building  
6th Floor  
Montpelier, VT 05620-0501  
(802) 828-4508  
FAX 828-3258

**VIRGINIA**

1616 N. Ft. Myer Dr. Suite 1300  
Arlington, VA 22209  
(703) 524-2885  
FAX 524-2649

400 North 8th Street  
Suite 540  
Richmond, VA 23240-0026  
(804) 771-2246  
FAX 771-2390

**WASHINGTON**

(\*\*) 2001 6th Ave  
Suite 650  
Seattle, WA 98121  
(206) 553-5615  
FAX 553-7253

c/o Greater Spokane Chamber of  
Commerce  
801 W. Riverside Ave. Suite 400  
Spokane, WA 99201  
(509) 353-2625  
FAX 353-2449

950 Pacific Avenue  
Suite 410  
Tacoma, WA 98402  
(253) 593-6736  
FAX 383-4676

**WEST VIRGINIA**

405 Capitol Street  
Suite 807  
Charleston, WV 25301  
(304) 347-5123  
FAX 347-5408

c/o Wheeling Jesuit University/  
NTTC

316 Washington Avenue  
Wheeling, WV 26003  
(304) 243-5493  
FAX 243-5494

**WISCONSIN**

517 E. Wisconsin Ave.  
Room 596  
Milwaukee, WI 63202  
(414) 297-3473  
FAX 297-3470

**WYOMING**

Served by the Denver District  
Office

**EASTERN REGIONAL OFFICE**

World Trade Center  
Suite 2450  
401 E. Pratt St.  
Baltimore, MD 21202  
(410) 962-2805  
FAX 962-2799

**MID-EAST**

**REGIONAL OFFICE**  
36 E. 7th St., Ste 2025  
Cincinnati, OH 45202  
(513) 684-2947  
FAX 684-3200

**MID-WEST**

**REGIONAL OFFICE**  
8182 Maryland Ave.  
Suite 1011  
St. Louis, MO 63105  
(314) 425-3300  
FAX 425-3375

**WESTERN REGIONAL OFFICE**

250 Montgomery Street,  
14th Floor  
San Francisco, CA 94104  
(415) 705-2310  
FAX 705-2299

**OFFICE OF DOMESTIC  
OPERATIONS**

14th & Constitution Ave., NW,  
Room 3810  
Washington, DC 20230  
(202) 482-4767  
FAX 482-0687

## APPENDIX VI

### Small Business Administration District Offices

#### ALABAMA

2121 8th Avenue North Suite 200  
Birmingham, AL 35203-2398  
(205) 731-1344

#### ALASKA

222 W. 8th Avenue  
Room 67  
Anchorage, AK 99513-7559  
(907) 745-7200

#### ARIZONA

2828 N. Central Ave.  
Suite 800  
Phoenix, AZ 85004-1093  
(602) 640-2316

#### ARKANSAS

2120 Riverfront Dr.  
Suite 100  
Little Rock, AR 72202  
(501) 324-5871

#### CALIFORNIA

2719 N. Air Fresno Dr.  
Suite 200 Fresno, CA 93727-1547  
(559) 487-5791

330 N Brand Blvd  
Suite 1200  
Glendale, CA 91203  
(818) 552-3210

660 J Street Suite 215  
Sacramento, CA 95814  
(916) 498-6410

455 Market Street  
6th Floor  
San Francisco, CA 94105  
(415) 744-6820

550 West C St.  
Suite 550  
San Diego, CA 92101  
(619) 557-7250

200 W Santa Ana Blvd., Suite 700  
Santa Ana, CA 92701  
(714) 550-7420

#### COLORADO

721 19th Street  
Suite 426  
Denver, CO 80202  
(303) 844-3984

#### CONNECTICUT

330 Main Street  
Second Floor  
Hartford, CT 06106  
(860) 240-4700

#### DELAWARE

824 N Market Street  
Suite 610  
Wilmington DE 19801  
(302) 573-6294

#### DISTRICT OF COLUMBIA

1110 Vermont Ave. NW Suite 900  
Washington, DC 20005  
(202) 606-4000

#### FLORIDA

7825 Baymeadows Way  
Suite 100-B  
Jacksonville, FL 32256-7504  
(904) 443-1900  
100 S Biscayne Blvd., 7th Floor  
Miami, FL 33131  
(305) 536-5521

#### GEORGIA

1720 Peachtree Road, NW  
6th Floor  
Atlanta, GA 30369  
(404) 529-9865

#### GUAM

238 Archbishop F.C. Flores St.  
Rom 508  
Agana, GU 69610  
(671) 472-7277

#### HAWAII

300 Ala Moana Blvd. Room 2235  
Honolulu, HI 96850-4981  
(808) 541-2990

#### IDAHO

1020 Main Street  
Suite 290  
Boise, ID 83702-5745  
(208) 334-1696

#### ILLINOIS

500 W. Madison  
Room 1250  
Chicago, IL 60661  
(312) 353-4528

511 West Capital Ave., Suite 302  
Springfield, IL 62704  
(217) 492-4416

#### INDIANA

429 N. Pennsylvania St. Suite 100  
Indianapolis, IN 46204-1873  
(317) 226-7272

#### IOWA

The Latner Bldg.  
215 4th Ave. SE  
Suite 200  
Cedar Rapids, IA 52401-1806  
(319) 362-6405

210 Walnut Street  
Federal Bldg.  
Room 749  
Des Moines, IA 50309-2186  
(515) 284-4422

#### INDIANA

429 North Penn. S.100  
Indianapolis, IN 46204-1873  
(317) 226-7272

#### KANSAS

110 E. English Street  
Suite 510  
Wichita, KS 67202  
(316) 269-6616

#### KENTUCKY

600 Dr. Martin Luther King Jr. Pl.  
Room 188  
Louisville, KY 40202  
(502) 582-5971

#### LOUISIANA

365 Canal Street  
Suite 2250  
New Orleans, LA 70130  
(504) 589-6685

#### MAINE

Federal Building  
40 Western Ave  
Room 512  
Augusta, ME 04330  
(207) 622-8378

**MARYLAND**

10 South Howard Street, 6<sup>th</sup> Floor,  
Suite 6220  
Baltimore, MD 21201-2525  
(410) 962-4392

**MASSACHUSETTS**

10 Causeway Street  
Room 265  
Boston, MA 02222-1093  
(617) 565-5590

1441 Main Street  
Suite 410  
Springfield, MA 01103  
(413) 785-0268

**MICHIGAN**

477 Michigan Avenue  
Room 515  
Detroit, MI 48226  
(313) 226-6075

**MINNESOTA**

100 North 6<sup>th</sup> Street  
Butler Sq.  
Suite 610-C  
Minneapolis, MN 55403-1563  
(612) 370-2324

**MISSISSIPPI**

101 West Capitol Street Suite 400  
Jackson, MS 39201  
(601) 965-4378

2909 13<sup>th</sup> Street  
Suite 203  
Gulfport, MS 39501  
(228) 863-4449

**MISSOURI**

323 W. 8<sup>th</sup> Street  
Suite 501  
Kansas City, MO 64105-1500  
(816) 374-6708

815 Olive Street  
Room 242  
St. Louis, MO 63101  
(314) 539-6600

620 S. Glenstone  
Suite 110  
Springfield, MO 65802  
(417) 864-7670

**MONTANA**

301 South Park  
Room 334  
Helena, MT 59626  
(406) 441-1081

**NEBRASKA**

11145 Mill Valley  
Omaha, NE 68154  
(402) 221-4691

**NEVADA**

300 Las Vegas Blvd. S.  
Suite 1100  
Las Vegas, NV 89101  
(702) 386-6611

**NEW HAMPSHIRE**

Stewart Nelson Plaza  
143 Main Street  
Concord, NH 03301  
(603) 225-1400

**NEW JERSEY**

Two Gateway Center 15<sup>th</sup> Floor  
Newark, NJ 07102  
(973) 645-2434

**NEW MEXICO**

625 Silver Ave., SW  
Suite 320  
Albuquerque, NM 87102  
(505) 346-7909

**NEW YORK**

26 Federal Plaza  
Room 3100  
New York, NY 10278  
(212) 264-4354

401 S. Salina Street  
5<sup>th</sup> Floor  
Syracuse, NY 13202  
(315) 471-9393

111 West Huron Street  
Room 1311  
Buffalo, NY 14202  
(716) 551-4301

333 East Water St.  
Elmira, NY 14901  
(607) 734-8130

35 Pinelawn Rd.  
Suite 3100  
New York, NY 10278  
(212) 264-4354

100 State St.  
Suite 410  
Rochester, NY 14614  
(716) 263-6700

**NORTH CAROLINA**

200 N. College St.  
Suite A2015  
Charlotte, NC 28202-2173  
(704) 344-6563

**NORTH DAKOTA**

657 2nd Avenue North  
Room 219  
Fargo, ND 58108-3086  
(701) 239-5131

**OHIO**

1111 Superior Ave.  
Suite 630  
Cleveland, OH 44114-2507  
(513) 684-2814

2 Nationwide Plaza  
Suite 1400  
Columbus, OH 43215-2592  
(614) 469-6860

525 Vine St. Suite 870  
Cincinnati, OH 45202  
(513) 684-2614

**OKLAHOMA**

210 Park Ave.  
Suite 1300  
Oklahoma City, OK 73102  
(405) 231-5521

**OREGON**

1515 SW 5<sup>th</sup>  
Suite 1050  
Portland, OR 97201  
(503) 326-2682

**PENNSYLVANIA**

100 Chestnut St.  
Suite 108  
Harrisburg, PA 17101  
(717) 782-3840

Rbt NC Nix Bldg  
900 Market St.  
5th Floor  
Philadelphia, PA 19107

(215) 580-2722  
Stegmarer Bldg.  
7 N Wilkes Barre Blvd., Suite 407  
Wilkes-Barre, PA 18702-5241  
(570) 826-6497

1000 Liberty Ave.  
Federal Bldg  
Room 1128  
Pittsburg, PA 15222  
(412) 395-6560

**PUERTO RICO**  
Citibank Towers Plaza  
252 Ponce De Leon Plaza,  
Suite 201  
Hato Rey, PR 00918  
(787) 766-5572

**RHODE ISLAND**  
380 Westminster Street, 5th Floor  
Providence, RI 02903  
(401) 528-4561

**SOUTH CAROLINA**  
1835 Assembly Street  
Room 358  
Columbia, SC 29201  
(803) 765-5377

**SOUTH DAKOTA**  
110 S. Phillips  
Suite 200  
Sioux Falls, SD 57104  
(605) 330-4231

**TENNESSEE**  
50 Vantage Way  
Suite 201  
Nashville, TN  
37228-1500  
(615) 736-5881

**TEXAS**  
606 N Carncahua  
Suite 1200  
Corpus Christi, TX 78476  
(361) 888-3331

4300 Amon Carter Blvd. Suite 114  
Ft. Worth, TX 76155  
(817) 885-6500

222 East Van Buren  
Suite 500  
Harlingen, TX 78550-6855  
(956) 427-8533

9301 Southwest Freeway  
Suite 550  
Houston, TX 77074-1591  
(713) 773-6500

1205 Texas Ave.  
Suite 408  
Lubbock, TX 79401-2693  
(806) 472-7462

727 E. Durango Blvd.  
Suite A-527  
San Antonio, TX 78206  
(210) 472-5900

10737 Gateway West  
Suite 320  
El Paso, TX 79935  
(915) 633-7001

**UTAH**  
125 South State St.  
Room 2231  
Salt Lake City, UT 84138-1195  
(801) 524-5804

**VERMONT**  
87 State St. Rm 205  
Montpelier, VT 05602  
(802) 828-4422

**VIRGIN ISLANDS**  
3800 Crown Bay  
V.I. Maritime Bldg.  
St. Thomas, VI 00802  
(340) 774-8530

St. Croix Post of Duty  
Sunny Isle Prof. Bldg  
Suite 5 & 6  
Christiansted, VI 00820  
(340) 778-5350

**VIRGINIA**  
400 North 8th Street  
Suite 1150  
Richmond, VA 23240  
(804) 771-2400

**WASHINGTON**  
1200 6th Ave.  
Suite 1700  
Seattle, WA 98101-1128  
(206) 553-7310

801 W. Riverside Ave. Suite 200  
Spokane, WA 99201  
(509) 353-2810

**WEST VIRGINIA**  
405 Capitol St.  
Suite 412  
Charleston, WV 25301  
(304) 347-5220

320 W. Pike St.  
Suite 330  
Clarksburg, WV 26301  
(304) 623-5631

**WISCONSIN**  
740 Regent St.  
Suite 100  
Madison, WI 53715  
(608) 264-5261

310 W. Wisconsin Ave., Room 400  
Milwaukee, WI 53203  
(414) 297-3941

**WYOMING**  
100 East B Street  
Room 4001  
Casper, WY 82602-2839  
(307) 261-6500

## APPENDIX VII

### Glossary of Forest Products and Exporting Terms

<b>Acceptance:</b>	(1) A time draft (or bill of exchange) which the drawee (the payer) has accepted and is unconditionally obligated to pay at maturity. The draft must be presented first for acceptance—the drawee becomes the “acceptor”—then for payment. The word “accepted” and the date and place of payment must be written on the face of the draft. (2) The drawee’s act in receiving a draft and thus entering into the obligation to pay its value at maturity. (3) Broadly speaking, any agreement to purchase goods under specified terms.
<b>Alongside:</b>	A phrase referring to the side of a ship. Goods to be delivered “alongside” are to be placed on the dock or within reach of the transport ship’s tackle so that they can be loaded aboard the ship.
<b>Balk:</b>	Sawn or hewn wood ranging from 3 x 3 inches (75 mm) to 16 x 16 inches (40.5 cm) and up to 28 feet long (8.5 m).
<b>Bill of lading:</b>	A document that establishes the terms of a contract between a shipper and a transportation company under which freight is to be moved between specified points for a specified charge. Usually prepared by the shipper on forms issued by the carrier, it serves as a document of title, a contract of carriage, and a receipt for goods.
<b>Blockboard:</b>	Panels consisting of a wood strip core glued together and surfaced with veneers having grain direction perpendicular to that of the core.
<b>Board foot:</b>	The basic unit of measurement for lumber. One board foot is equal to a 1 foot wide x 1 foot long x 1 inch thick board.
<b>Bolt:</b>	Short logs to be sawn for lumber or used for veneer.
<b>Bonded warehouse:</b>	A warehouse authorized by Customs authorities for storage of goods on which payment of duties is deferred until the goods are removed.
<b>Booking:</b>	An arrangement with a steamship company for the acceptance and carriage of freight.
<b>C. &amp; F.:</b>	A pricing term indicating that “cost and freight charges” are included in the quoted price.
<b>C. &amp; I.:</b>	A pricing term indicating that “cost and insurance” charges are included in the quoted price.
<b>C.I.F.:</b>	A pricing term indicating that “cost, insurance, freight” charges are included in the quoted price.
<b>C.I.F. &amp; C.:</b>	A pricing term indicating that “cost, insurance, freight, and commission” charges are included in the quoted price.

<b>C.I.F. &amp; C.:</b>	A pricing term indicating that “cost, insurance, freight, and currency exchange” charges are included in the quoted price.
<b>Cant:</b>	Large sawn timbers to be processed further.
<b>Check:</b>	A lengthwise crack in wood across or through the annual growth rings caused by rapid drying.
<b>Confirmed letter of credit:</b>	A letter of credit, issued by a foreign bank, with validity confirmed by a U.S. bank. An exporter whose payment terms are a confirmed letter of credit is assured of payment even if the foreign buyer or the foreign bank defaults. See LETTER OF CREDIT.
<b>Coniferous (softwoods):</b>	Wood obtained from trees classified botanically as “gymnosperms” or “softwoods” such as pines, spruces, and firs.
<b>Consignment:</b>	Delivery of merchandise from an exporter (the consignor) to an agent (the consignee) under agreement that the agent sells the merchandise for the account of the exporter. The consignor retains title to the goods until the consignee has sold them. The consignee sells the goods for commission and remits the net proceeds to the consignor.
<b>Consular declaration:</b>	A formal statement, made to the consul of a foreign country, describing goods to be shipped.
<b>Consular invoice:</b>	A document, required by some foreign countries, describing a shipment of goods and showing information such as the consignor, consignee, and value of the shipment. Certified by a consular official of the foreign country, the invoice is used by the country’s Customs officials to verify the value, quantity, and nature of the shipment.
<b>Cord:</b>	Measurement term used for pulpwood volume. One cord measures 4 x 4 x 8 feet = 128 cubic feet, stacked.
<b>Countertrade:</b>	Trade in which the seller is required to accept goods or other instruments of trade in partial or whole payment for its products.
<b>Countervailing duty:</b>	An extra duty imposed by the Secretary of Commerce to offset export grants, bounties, or subsidies paid to foreign suppliers in certain countries by the government of those countries as an incentive to export.
<b>Credit risk insurance:</b>	Insurance designed to cover risks of nonpayment for delivered goods. Compare MARINE INSURANCE.
<b>Crossing:</b>	Switch ties, lengths from 9-24 feet and 6 x 12 inches in size.
<b>Curly grain:</b>	Wavy grained.
<b>Customhouse broker:</b>	An individual or firm licensed to enter and clear goods through Customs.

<b>Deal:</b>	A board or plank usually 2-4 inches (50-100 mm) thick, 9 inches (23 cm) and more wide, and 9 feet (2.75 m) or more long.
<b>Demurrage:</b>	Excess time taken for loading or unloading a vessel. Demurrage refers only to situations in which the charterer or shipper, rather than the vessel's operator, is at fault.
<b>Draft (or bill of exchange):</b>	An unconditional order in writing from one person (the drawer) to another (the drawee) directing the drawee to pay a specified amount to a named payee at a fixed or determinable future date.
<b>Drawee:</b>	The individual or firm on whom a draft is drawn and who owes the indicated amount. Compare DRAWER. Also see DRAFT.
<b>Drawer:</b>	The individual or firm that issues or signs a draft and thus stands to receive payment of the indicated amount from the drawee. Compare DRAWEE. Also see DRAFT.
<b>Duty:</b>	A tax imposed on imports by the Customs authority of a country. Duties are generally based on the value of the goods (ad valorem duties), but may be based on some other factor such as weight or quantity (specific duties), or a combination of value and other factors (compound duties).
<b>Export-Import Bank (Ex-Im Bank):</b>	An independent U.S. Government agency created to facilitate U.S. trade relations primarily through providing financing, insurance, and feasibility studies.
<b>F.A.S.:</b>	"Free Alongside (vessel)" a pricing term meaning the quoted price includes the cost of delivering the goods alongside designated vessel.
<b>F.I.:</b>	"Free In" is a pricing term indicating that the charterer of a vessel is responsible for the cost of loading goods onto the vessel.
<b>F.I.O.:</b>	"Free In and Out" is a pricing term indicating that the charterer of a vessel is responsible for the cost of loading and unloading goods from the vessel.
<b>Flitch:</b>	A log sawn on two or more sides from which veneer is sliced.
<b>F.O.:</b>	"Free Out" is a pricing term indicating that the charterer of a vessel is responsible for the cost of unloading goods from the vessel.
<b>F.O.B.:</b>	"Free On Board" is a pricing term indicating that the quoted price includes the cost of loading the goods into transport vessels at the specified place.
<b>Fiberboard:</b>	A panel of wood or other ligneous materials that may or may not be bonded with resins or other organic substances. This category includes hardboard, medium density fiberboard, and insulation board.
<b>Foreign credit insurance association (FCIA):</b>	An association of 50 insurance companies which operate in conjunction with the EX-IM BANK to provide comprehensive insurance for exporters against nonpayment. FCIA underwrites the commercial credit risks. EX-IM BANK covers the political risk and any excessive commercial risks.

<b>Foreign Sales Agent:</b>	An individual or firm that serves as the foreign representative of a domestic supplier and seeks sales abroad for the supplier.
<b>Free trade zone:</b>	A port designated by the government of a country for entry of any nonprohibited goods. Merchandise may be stored, displayed, used for manufacturing, etc., within the zone and re-exported without duties being paid. Duties are imposed on the merchandise (or items manufactured from the merchandise) only when the goods pass from the zone into an area of the country subject to Customs duties.
<b>General export license:</b>	Any of various export licenses covering export commodities for which validated export licenses are not required. No formal application or written authorization is needed to ship under a general export license. Compare VALIDATED EXPORT LICENSE.
<b>Hardboard:</b>	A panel manufactured primarily from interfelted wood fibers consolidated under heat and pressure. The interfiber bond is primarily achieved through the wood's natural lignin and interfelting bonding. Other materials may be added during manufacture to improve certain properties. Hardboard density is greater than 0.5 g/cm <sup>3</sup> (31 lbs/ft <sup>3</sup> ) and is typically 0.65 - 0.95 g/cm <sup>3</sup> (40 - 60 lbs/ft <sup>3</sup> ).
<b>Industrial wood:</b>	Roundwood including sawlogs, veneer logs, pulpwood, pitprops, poles, pilings, posts, and railroad ties or sleepers.
<b>Inland bill of lading:</b>	A bill of lading used in transporting goods overland to the exporter's international carrier. Although a through bill of lading can sometimes be used, it is usually necessary to prepare both an inland bill of lading and an ocean bill of lading for export shipments.
<b>Letter of credit (L/C):</b>	A document, issued by a bank under instructions from a buyer of goods, authorizing the seller to draw a specified sum of money under specified terms, usually the receipt by the bank of certain documents within a given time.
<b>Lumber:</b>	Wood sawn lengthwise from logs.
<b>Marine insurance:</b>	Broadly, insurance covering loss or damage of goods at sea. Marine insurance will typically compensate the owner of merchandise for losses sustained from fire, shipwreck, piracy, and various other causes, but it excludes losses which can be legally recovered from the carrier. Compare CREDIT RISK INSURANCE.
<b>Medium density fiberboard (MDF):</b>	A panel product manufactured from wood fibers combined with a synthetic resin or other suitable binder. The panels are manufactured by the application of heat and pressure by a process in which the interfiber bond is created primarily by the added binder. The typical density range for MDF is 31-50 lbs/ft <sup>3</sup> (0.5-0.8 g/cm <sup>3</sup> ).
<b>Nonconiferous (hardwoods):</b>	Wood obtained from trees classified botanically as "angiosperms" or "hardwood" such as oak, maple, ash, and poplar.

<b>Ocean bill of lading:</b>	A bill of lading indicating that the exporter consigns a shipment to an international carrier for transportation to a specified foreign market. Unlike the inland type, the ocean bill of lading also serves as a collection document. If it is a straight bill of lading, the foreign buyer can obtain the shipment from the carrier by simply showing proof of identity. If a negotiable bill of lading is used, the buyer must first pay for the goods, post a bond, or meet other conditions agreeable to the seller. Compare INLAND BILL OF LADING, THROUGH BILL OF LADING.
<b>Offset:</b>	A variation of countertrade in which the seller is required to assist in or to arrange for the marketing of locally produced goods.
<b>Open account:</b>	Trade arrangement in which goods are shipped to a buyer without guarantee of payment. The risk this method poses to the supplier makes it essential that the buyer's integrity be unquestionable.
<b>Oriented strand board (OSB):</b>	Panels made of narrow strands of fiber oriented lengthwise and crosswise in layers, with a resin binder. Depending on the resin used, OSB can be suitable for interior or exterior applications.
<b>Particleboard:</b>	A panel manufactured from wood particles or combinations of wood particles and fibers, bonded together with synthetic resins under heat and pressure. The inter-particle bond is created almost entirely by the synthetic resin. Thickness ranges from 1/4-2" (6-50 mm) and density from 27-55 lbs/ ft <sup>3</sup> (0.43 - 0.88 g/ cm <sup>3</sup> ).
<b>Petrograd standard:</b>	European measurement unit for softwood lumber volume equal to 165 cubic feet, 1,980 board feet, or 4.672 cubic meters.
<b>Phytosanitary certificate:</b>	A certificate, issued by the USDA to satisfy import regulations of foreign countries, indicating that the shipment has been inspected and is free from harmful pests and plant diseases.
<b>Piling:</b>	Long straight logs used for supporting docks, bridges, and buildings.
<b>Pitprops:</b>	Round wood used as supports in mining operations which are 3-6 inches in diameter and 3-1/2 feet or more in length.
<b>Plywood:</b>	Sheets of wood consisting of three or more veneer sheets of wood glued and bonded by heat and pressure, with the grain in each sheet running perpendicular to adjacent layers.
<b>Poles:</b>	Roundwood used to support telephone, telegraph, and electrical transmission wires or scaffolding.
<b>Pro forma invoice:</b>	An invoice provided by a supplier prior to the shipment of merchandise, informing the buyer of the kinds and quantities of goods to be sent, their value, and important specifications (weight, size, etc.)

<b>Pulpwood:</b>	Wood used for pulping and producing wood chips or particles to manufacture wood fiber-based panels. Actual solid wood content in the stacked wood volume varies according to diameter, straightness, and method of piling. In Europe, bolts are 3.3 feet (1 meter) long and 2 - 5 inches (5 - 12.5 cm) in diameter.
<b>Rickers:</b>	Small coniferous logs measuring 1 1/2 - 3 inches (3 1/2 - 8 centimeters) in diameter and 16 - 50 feet (5 - 15 meters) long. Rickers are generally used for scaffolding.
<b>Scantling:</b>	Lumber 2 inches thick (50 mm), less than 8 inches wide (20 cm), and from 9 feet (2.75 m) long.
<b>Shake:</b>	A separation along an annual ring (ring shake) or cracks radiating from the heart (heart shake) caused by frost, wind, or felling.
<b>Sleepers:</b>	Railroad ties.
<b>Staves:</b>	Narrow pieces of wood—1 - 2 inches (2.5 - 5 cm) thick and 3 - 5 inches (8 - 12.5 cm) wide—used to manufacture barrels and casks.
<b>Steamship conference:</b>	A group of steamship operators that operate under agreed upon freight rates. Surface measure: A method of determining lumber and plywood area based on surface area—thickness is not taken into account.
<b>Swap arrangements:</b>	A form of trade in which title to similar or identical products from different locations is traded to save transportation costs.
<b>Switch arrangements:</b>	A form of countertrade in which the seller sells on credit and then transfers the credit to a third party.
<b>Trade services:</b>	Maintaining and building good relationships with key people that you do business with. Requires regular contact and communication.
<b>Through bill of lading:</b>	A single bill of lading covering both the domestic and international carriage of an export shipment. An air waybill, for instance, is essentially a through bill of lading used for air shipments. Ocean shipments, on the other hand, usually require two separate documents, an inland bill of lading for domestic carriage and an ocean bill of lading for international carriage; through bills of lading, therefore, cannot be used. Compare INLAND BILL OF LADING, OCEAN BILL OF LADING.
<b>Tramp steamer:</b>	A ship not operating on regular routes or schedules.
<b>Validated export license:</b>	A document issued by the U.S. Government authorizing the export of commodities for which written export authorization is required by law. Compare GENERAL EXPORT LICENSE.
<b>Veneer sheets:</b>	Thin sheets of wood of a specified thickness that are peeled, sliced, or sawn from logs for use in plywood, paneling, and furniture.

**W.A.:**

“With Average” is a marine insurance term meaning that a shipment is protected from partial damage whenever the damage exceeds a certain percentage.

**Woodpulp:**

Wood that has been mechanically and/or chemically processed for use in the manufacture of paper, paperboard, or other cellulose products.

## **APPENDIX VIII**

### **Forest Products Volume Conversion Units**

In North America, the most common way to describe a volume of round wood is in terms of units of 1,000 board feet. The term “mbf” (thousand board feet) is best understood as a volume of lumber, not round wood. However, there was a desire to measure a volume of round wood in terms of the volume of lumber which could be sawn from the round wood. This resulted in the development of the unit of 1,000 bf for logs, which actually defines the amount of round wood which would produce, after all sawing operations, 1,000 bf of lumber. This approach required estimation of the yield of sawing operations. Naturally, such estimates are difficult and never very accurate. Consequently, there exist many log rules which claim to define the amount of round wood which would give 1,000 bf of lumber. Comparisons of actual cubic content of logs defined by these various log rules indicate that there are differences which depend on the assumptions made at the time the rules were proposed. Of the many log rules, several which are considered more important are the International 1/4", Scribner, and Doyle Log Rules. A conversion program is available on the Internet at: [http://search2.forestworld.com/converx/cu\\_frame.html](http://search2.forestworld.com/converx/cu_frame.html). The following tables are from A. Binek, “Forest Products in Terms of Metric Units.”

**Comparison of Various Log Rules**

Comparisons of the volumes of 16 ft. logs expressed in board feet according to Doyle, Scribner, and International 1/4" Log Rules, with the volumes of the same logs expressed in ft<sup>3</sup> and m<sup>3</sup>

Dia. (Inch)	Board Feet			Cubic Volume	
	Doyle	Scribner	Int.-Nat. 1/4"	ft <sup>3</sup>	m <sup>3</sup>
8	16	32	40	5.58	0.158
9	25	42	50	7.07	0.200
10	36	54	65	8.73	0.247
11	49	64	80	10.56	0.299
12	64	75	95	12.57	0.358
13	81	97	115	14.75	0.418
14	100	114	135	17.10	0.484
15	121	142	160	19.63	0.556
16	144	169	180	22.34	0.632
17	169	195	205	25.22	0.714
18	196	213	230	28.27	0.800
19	225	240	250	31.50	0.892
20	256	280	290	34.91	0.990
21	289	304	320	38.48	1.090
22	324	334	355	42.24	1.196
23	361	377	390	46.16	1.307
24	400	404	425	50.26	1.423
25	441	459	460	54.54	1.544
26	484	500	500	58.99	1.671
27	529	545	540	63.62	1.802
28	576	582	585	68.42	1.939
29	625	609	630	73.39	2.078
30	676	657	675	78.54	2.224

**Volume equivalents**

*Logs Without Bark*

MBF <sup>(1)</sup>	=	140 ft <sup>3</sup>	=	3.96 m <sup>3</sup>	based on	"60% yield" factor
MBF <sup>(2)</sup>	=	100 ft <sup>3</sup>	=	4.53 m <sup>3</sup>	based on	FAO conversion factor
MBF <sup>(3)</sup>	=	123 ft <sup>3</sup>	=	3.45 m <sup>3</sup>	based on	International 1/4" Log Rule
MBF <sup>(4)</sup>	=	135 ft <sup>3</sup>	=	3.30 m <sup>3</sup>	based on	Scribner Log Rule
MBF <sup>(5)</sup>	=	162 ft <sup>3</sup>	=	4.59 m <sup>3</sup>	based on	Doyle Log Rule

**Comparison of Various Log Rules**

**Selected units of volume of roundwood without bark accepted in international trade**

	<b>MBF<sup>(1)</sup></b>	<b>ft<sup>3</sup></b>	<b>m<sup>3</sup></b>	<b>load</b>
<b>MBF<sup>(1)</sup></b>	1.000	140	3.06	3.50
<b>cumt</b>	0.714	100	2.83	2.50
<b>m3</b>	0.283	35.31	1.00	0.88
<b>load</b>	0.283	40.00	1.13	1.00

  

<b>MBF<sup>(1)</sup></b>	<b>m<sup>3</sup></b>	<b>ft<sup>3</sup></b>	<b>load</b>
1	3.06	140	3.50
10	30.60	1400	35.00
100	306.00	14000	350.00
1000	3060.00	140000	3500.00

  

<b>ft<sup>3</sup></b>	<b>m<sup>3</sup></b>	<b>MBF<sup>(1)</sup></b>	<b>load</b>
100	2.83	0.714	2.50
1000	28.30	7.140	25.00
10000	283.00	71.400	250.00
100000	2830.00	714.000	2500.00

  

<b>m<sup>3</sup></b>	<b>ft<sup>3</sup></b>	<b>MBF<sup>(1)</sup></b>	<b>load</b>
1	35.31	0.283	0.88
10	353.10	2.830	8.80
100	3531.00	28.300	88.00
1000	35310.00	283.000	880.00

  

<b>load</b>	<b>m<sup>3</sup></b>	<b>ft<sup>3</sup></b>	<b>MBF<sup>(1)</sup></b>
1	1.13	40	0.283
10	11.30	400	2.830
100	113.00	4000	28.300
1000	1130.00	40000	283.000

<sup>(1)</sup> 100% net factor assumes average yield of sawing operations to be 100%.

<sup>(2)</sup> 140 conversion factor applies to all saw and veneer logs.

<sup>(3)</sup> Figures based on round volume of a log 16 ft. long and 15 in. diameter (under bark at top end). Could be used for average comparisons when accuracy of ± 10% is acceptable. More precise comparisons require comparison of volume for each using individual log rules.

**Volume Conversion Factors for Lumber**

Cubic feet ft <sup>3</sup>	X	0.03703	=	yd <sup>3</sup>
	X	0.02832	=	m <sup>3</sup>
	X	3.01200	=	Mfbm
	X	0.0290	=	load
	X	0.00606	=	Pstd.
	X	12	=	boardfeet
Cubic meter m <sup>3</sup>	X	26.914	=	yd <sup>3</sup>
	X	1.0079	=	yd <sup>3</sup>
	X	33.474	=	Mfbm
	X	33.708	=	load
	X	33.714	=	Pstd.
load	X	50	=	ft <sup>3</sup>
	X	1.418	=	m <sup>3</sup>
	X	0.600	=	Mfbm
	X	0.300	=	Pstd.
Mfbm	X	29.33	=	yd <sup>3</sup>
	X	2.352	=	m <sup>3</sup>
	X	1.567	=	load
	X	0.503	=	Pstd.
Pstd.	X	1.65	=	yd <sup>3</sup>
	X	4.570	=	m <sup>3</sup>
	X	3.300	=	load
	X	1.980	=	Mfbm

**Volume equivalents for lumber**

	Mfbm	ft <sup>3</sup>	m <sup>3</sup>	load	Pstd.
Mfbm	1.000	33.33	2.352	1.567	0.503
load	1.200	60.00	2.832	2.000	0.606
yd <sup>3</sup>	3.424	35.31	1.000	3.708	0.214
load	0.600	50.00	1.116	1.000	0.300
Pstd.	1.980/0.00	1.65/0.00	4.570	3.300	1.000

Conversion of 1 m<sup>2</sup>, Mfbm, and Load into m<sup>2</sup> and ft<sup>2</sup> for various thicknesses of lumber.

Thickness		1 m <sup>2</sup>		Mfbm		1 Load	
in.	mm	m <sup>2</sup>	ft <sup>2</sup>	m <sup>2</sup>	ft <sup>2</sup>	m <sup>2</sup>	ft <sup>2</sup>
1.2	10.00	100.0	1075	206.0	2539	141.50	1524
	12.70	78.7	847	166.7	2002	111.44	1199
	15.87	63.0	677	145.7	1603	89.21	960
	16.00	62.5	672	147.5	1590	88.50	952
1.4	18.00	55.6	597	131.0	1412	78.75	845
	19.05	52.5	565	123.5	1333	74.24	800
	20.00	50.0	538	118.0	1265	70.50	762
	22.00	45.5	489	107.4	1158	64.40	693
1.6	22.22	45.0	484	106.2	1140	63.72	686
	24.00	41.7	448	98.2	1058	58.04	625
1.8	25.00	40.0	430	94.4	1015	54.84	590
	25.40	39.4	424	93.1	1000	54.09	580
	30.00	33.3	358	78.9	846	47.15	507
2.0	31.75	31.5	339	74.2	800	44.50	480
	36.10	26.2	282	61.3	665	37.10	399
2.4	40.00	25.0	269	55.0	593	35.40	381
	44.15	22.5	242	53.1	571	31.90	342
	50.00	20.0	215	47.2	508	28.00	303
	50.80	19.7	212	46.5	500	27.80	300
2.8	63.50	15.7	169	37	400	22.23	239
	65.00	15.4	166	36.0	391	21.60	233
3	76.20	13.1	141	31.0	333	18.55	200
	80.00	12.5	135	29.5	317	17.70	190
	100.00	10.0	108	23.6	254	14.18	152
4	101.60	9.5	103	23.1	249	13.88	149

NOTE: In North America, all lumber less than 1 1/4" thick is scaled as if it were actually 1/2" thick. Board measure equals surface measure for these thicknesses.

Conversion of Mfbm and m<sup>3</sup> to ft<sup>2</sup> and m<sup>2</sup> for panel products

Thickness		Mfbm = 2.35 m <sup>3</sup>		m <sup>3</sup> = 35.31 ft <sup>3</sup>	
in.	mm	ft <sup>2</sup>	m <sup>2</sup>	ft <sup>2</sup>	m <sup>2</sup>
	2.00	12696	1160	5380	500.00
1/10	2.54	10000	929	4237	393.90
	3.00	8468	787	3588	333.33
1/8	3.18	7985	742	3385	314.47
1/7	3.63	6995	650	2965	275.48
5/32	3.97	6396	594	2711	251.80
	4.00	6348	590	2691	250.00
1/6	4.23	6003	556	2545	236.41
3/16	4.76	5336	496	2261	210.08
	5.00	5078	472	2163	200.00
	6.00	4232	393	1794	166.67
1/4	6.35	4000	372	1636	157.48
	8.00	3174	295	1348	125.00
	9.00	2921	272	1198	111.11
3/8	9.53	2664	248	1129	104.91
	10.00	2539	236	1076	100.00
	12.00	2116	197	897	85.33
1/2	12.70	2000	186	848	79.74
	13.00	1953	182	828	78.92
	14.00	1813	168	769	71.43
5/8	15.88	1589	148	678	62.97
	16.00	1562	140	673	62.50
11/16	17.40	1459	136	619	57.47
	18.00	1410	131	598	56.58
3/4	19.05	1333	124	563	52.99
	20.00	1259	118	538	50.00
7/8	22.23	1142	106	484	45.00
	23.00	1104	103	486	47.18
	24.00	1052	98	448	41.67
	25.00	1016	94	430	40.00
1	25.40	1000	93	424	39.37

**Average Conversion Factors For Wood Products (English to Metric)**

Product	Std Ind Unit (English)	To Convert To:	Multiply By:	To Convert from Metric Multiply By:
Logs	MBF	Cubic Meters	4.536	0.2208
Softwood Lumber	MBF	Cubic Meters	2.360	0.423729
Hardwood Lumber	MBF	Cubic Meters	2.360	0.423729
Softwood Flooring	MSF (1")	Square Meters		
		(25.4 MM Thickness):	92.900	0.0108
Hardwood Flooring	MSF (1")	Square Meters		
		(25.4 MM Thickness):	92.900	0.0108
Softwood Siding	MSF (1")	Square Meters		
		(25.4 MM Thickness):	92.900	0.0108
Hardwood Siding	MSF (1")	Square Meters		
		(25.4 MM Thickness):	92.900	0.0108
Paired Tees	MBF	Cubic Meters	2.360	0.423729
Softwood Veneer	MSF (3/8")	Cubic Meters	0.365	1.132
		Square Meters		
		(9.53 MM Thickness):	92.900	0.0108
Hardwood Veneer	MSF (1/28")	Cubic Meters	0.064	1.56
		Square Meters		
		(1.0507 MM Thickness):	92.900	0.0108
Softwood Plywood	MSF (3/8")	Cubic Meters	0.365	1.132
		Square Meters		
		(9.53 MM Thickness):	92.900	0.0108
Hardwood Plywood	MSF (1/4")	Cubic Meters	0.591	1.685
		Square Meters		
		(6.35 MM Thickness):	92.900	0.0108
Particleboard	MSF (3/4")	Cubic Meters	1.770	0.565
		Square Meters		
		(19.05 MM Thickness):	92.900	0.0108
Wood Chips	STN	Metric Tons	0.907	1.102
Molding	MF	Meters	304.8	0.0033
Other		To Convert From:	To:	Multiply By:
		Square Meters		
		(25.4 MM Thickness):	Cubic Meters	0.0254

## APPENDIX IX Forest Products Shipping Weights and Volumes

### Important Shipping Parameters

The cost of transportation is based on weight, volume, and stowage factor.

### Weight

Wood products originate from living fibers and as such are more difficult to measure than other raw materials.

The weight of wood depends on species and moisture content. It also depends to a lesser degree on rate of growth, growing site, proportion of sapwood to heartwood, thickness of the bark, and stowing methods.

Bottom log usually are heavier than second- or third- cut logs.

To reduce damage through handling and season checking during transportation, veneer logs are often delivered with the bark on.

Fresh-cut roundwood can be grouped into four density categories:

- |  |   |                             |
|--|---|-----------------------------|
| 1. Very heavy; 65 lbs/ft <sup>3</sup> & up | = | 1040 kg/m <sup>3</sup> & up |
| 2. Heavy; 55-64 lbs/ft <sup>3</sup>        | = | 880-1024 kg/m <sup>3</sup>  |
| 3. Moderate; 45-54 lbs/ft <sup>3</sup>     | = | 720-864 kg/m <sup>3</sup>   |
| 4. Light; 35-44 lbs/ft <sup>3</sup>        | = | 560-704 kg/m <sup>3</sup>   |

The weight of any given species depends very strongly on moisture content.

	Weight		Moisture Content	
Fresh-cut roundwood	65 lbs/ft <sup>3</sup>	=	(100%)	Approx. 40-60%
After 6 months approx	56 lbs/ft <sup>3</sup>	=	(86%)	Approx. 30%
“Shipping dry” lumber	52 lbs/ft <sup>3</sup>	=	(80%)	Approx. 20%
“Kiln-dry” lumber for the production of flooring	48 lbs/ft <sup>3</sup>	=	(74%)	Approx. 10%
The production of furniture parts	47 lbs/ft <sup>3</sup>	=	(72%)	Approx. 8%

\* With no allowances for shrinkage of the wood.

This means, for example, that a very heavy species of wood in a “fresh-cut” state would weigh 65 lbs/ft<sup>3</sup> = 1040 kg/m<sup>3</sup>. The same log would weigh approx. 56 lbs/ft<sup>3</sup> = 897 kg/m<sup>3</sup> after 6 months if left in round state. For this species:

Shipping dry lumber would weigh approx.	52 lbs/ft <sup>3</sup> = 833 kg/m <sup>3</sup>
Kiln-dry lumber for flooring would weigh approx.	48 lbs/ft <sup>3</sup> = 769 kg/m <sup>3</sup>
Kiln-dry lumber for furniture parts would weigh approx.	47 lbs/ft <sup>3</sup> = 753 kg/m <sup>3</sup>

The specific gravity is 1.0 at 4• C, at normal pressure. One cubic foot of water weighs 62.4 lbs.

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### Approximate shipping weight of logs and lumber of coniferous North American species

North American Species	lb/ft <sup>3</sup>	kg/m <sup>3</sup>	kg/m <sup>3</sup>	t/cord	t/Mbf	t/Mbf
Fir Douglas (Oregon Pine)	47	750	600	1.810	2.980	1.430
Fir Balsam	39	625	500	1.350	2.500	1.200
Fir White	38	610	490	1.465	2.410	1.160
Fir Silver	40	640	510	1.540	2.540	1.210
Fir Grand	42	670	540	1.620	2.670	1.280
Hemlock Eastern	45	720	580	1.735	2.860	1.370
Hemlock Western	48	770	620	1.850	3.050	1.460
Larch Eastern	47	750	600	1.810	2.980	1.430
Larch Western	50	800	640	1.930	3.180	1.520
Pine Jack	44	700	560	1.700	2.800	1.340
Pine Pitch	50	800	640	1.930	3.180	1.520
Pine Ponderosa	42	670	510	1.620	2.670	1.210
Pine Red	44	700	560	1.700	2.800	1.340
Pine White Eastern	40	640	510	1.620	2.670	1.210
Pine White Western	42	670	540	1.620	2.670	1.280
Pine Sugar	42	670	540	1.620	2.670	1.280
Pine Southern Yellow Longleaf	55	880	700	2.120	3.490	1.650
Shortleaf	50	800	640	1.930	3.180	1.520
Slash	58	930	750	2.240	3.680	1.770
Spruce Black	45	720	580	1.735	2.860	1.370
Spruce Engelmann	38	610	490	1.465	2.410	1.160
Spruce Red	42	670	540	1.620	2.670	1.280
Spruce Sitka	40	640	510	1.540	2.540	1.210
Spruce White	40	640	510	1.540	2.540	1.210
Cedar Red	37	590	413		2.350	0.990
Cedar White	32	510	351		2.030	0.850
Redwood California	45	720	510		2.860	1.210

Note: m<sup>3</sup>a = 35.31 ft<sup>3</sup> of logs, Mbf a = 140 ft<sup>3</sup>/3.96 m<sup>3</sup> of logs  
m<sup>3</sup>b = 35.31 ft<sup>3</sup> of lumber, Mbf b = 83.33 ft<sup>3</sup>/2.36 m<sup>3</sup> of lumber

cord: 90 ft<sup>3</sup> = 2.55 m<sup>3</sup> solid wood      (a) Roundwood      (b) Lumber

## Weight Conversion Factors

Unit of weigh		Equivalents			
Pounds lbs	X	0.45359	=	kg	
	X	0.0004536	=	t (metric ton)	
	X	0.0004464	=	tn (long ton)	
	X	0.0005000	=	shtn (short ton)	
Kilograms kg	X	2.2046	=	lbs	
	X	0.001	=	t (metric ton)	
	X	0.000984	=	tn (long ton)	
	X	0.001102	=	shtn (short ton)	
Ton metric t	X	2204.622	=	lbs	
	X	1000	=	kg	
	X	0.9842	=	tn	
	X	1.1023	=	shtn	
Ton long tn	X	2242	=	lbs	
	X	1016.04	=	kg	
	X	1.01604	=	t	
	X	1.12	=	tn	
Ton short shtn	X	2000	=	lbs	
	X	907.184	=	kg	
	X	0.907184	=	t	
	X	0.892857	=	tn	

## Equivalents for Weights and Volumes for Conventional Shipping Units

Weight Metric Tons	Estimate Ft <sup>3</sup>	Volume M <sup>3</sup>	Assumed lb/ft <sup>3</sup>	Specific Weight kg/m <sup>3</sup>
1 loading ton of round wood	40	1.132	55	883
1 loading ton of lumber	50	1.416	44	706
1 ton of plywood confif.	63	1.784	35	560
1 ton of plywood nonconfif.	55	1.560	40	640
1 ton of plywood particleboard	55	1.560	40	640
1 ton of plywood hardboard	37	1.050	59	950
1 ton of plywood softboard	118	3.330	19	300

## International Container Standards

Freight containers are a popular method of shipping lumber and wood products. These containers can be packed and sealed at the manufacturer and not reopened until the product reaches the final customer. During shipment, the products such as veneer logs, lumber, dimension stock, flooring, mouldings, panel products, furniture, and veneer are protected from pilferage and the environment. These containers come in standardized sizes and can be transported by ship, truck, and rail.

The majority of containers used today come in one of five lengths: 20 ft, 40 ft, 45 ft, 48 ft, or recently 53 ft. Most containers are 8' wide and 8'-6" tall, although some containers, called high cube, are 9'-6" tall. In the table below, the average internal dimensions and capacity for each type of container are shown. These dimensions may vary from one model to another, and carriers should be consulted well in advance of shipping for specifications, availability, and rates. Many carriers provide valuable assistance and information on loading and operating their equipment.

At present, the 48-ft and 53-ft containers, which have an outside width of 8'-6", are used only in domestic rail and truck transportation. This may change as new ocean vessels which are capable of handling the wider containers are developed.

Maximum cargo weights are limited by carriers to comply with restrictions on particular transport and handling equipment or limits enforced by Government agencies to protect roads and bridges. Due to low product density or load limits, many loads do not utilize the maximum rated weight capacity of the container. If the container is shipped to the port by rail, or loads at the port, more cargo may be loaded. Some States provide overweight permits for highway travel.

Container type	Interior Dimensions			Capacity	
	Length	Height	Width	Volume	Weight
20 foot	19'4"	7'9"	7'8"	1186 ft <sup>3</sup>	41000 lb
40 foot	39'6"	7'10"	7'8"	2387 ft <sup>3</sup>	58867 lb
40 foot, high cube	39'6"	8'4"	7'8"	2548 ft <sup>3</sup>	60400 lb
45 foot, high cube	44'6"	8'10"	7'8"	3050 ft <sup>3</sup>	64250 lb
48 foot, high cube	47'6"	8'10"	8'2"	3450 ft <sup>3</sup>	56920 lb
53 foot, high cube	52'6"	8'10"	8'2"	3830 ft <sup>3</sup>	56920 lb
20 foot	589 cm	236 cm	234 cm	33.5 m <sup>3</sup>	18598 kg
40 foot	1204 cm	239 cm	234 cm	67.6 m <sup>3</sup>	26702 kg
40 foot, high cube	1204 cm	239 cm	234 cm	72.2 m <sup>3</sup>	27397 kg
45 foot, high cube	1356 cm	269 cm	234 cm	86.4 m <sup>3</sup>	29144 kg
48 foot, high cube	1448 cm	269 cm	249 cm	97.7 m <sup>3</sup>	26808 kg
53 foot, high cube	1600 cm	269 cm	249 cm	109 m <sup>3</sup>	25819 kg

Source: Example specifications from the Official Intermodal Equipment Register.

## Appendix X U.S. Wood Products Industry and FAS Contacts

FAS overseas directory on Internet at [http://www.fas.usda.gov/scripts/w/fasfield/ovc\\_frm.asp](http://www.fas.usda.gov/scripts/w/fasfield/ovc_frm.asp)

<i>Country</i>	<i>Industry Offices</i>	<i>FAS Offices</i>
China, People's Republic of	American Forest & Paper Association Beijing Lufhansa Center Offices C615 50 Liangmaqiao Road Chaoyang District Beijing, 1000016 PRC Tel. (011-86-10) 6463-8046 Fax (011-86-10) 6463-8047 bjafpa@public2.east.cn.net	Office of Ag Affairs US Embassy Beijing PSC 461 BOX 50 FPO AP 96521-0002 PRC Tel. (011-86-10) 6532-3431 ext.5400 Fax (011-86-10) 6532-3962
Germany	APA-The Engineered Wood Association Friedensallee 62 22765 Hamburg Germany Tel. (011-49-40)44-1070 Fax (011-49-40) 448-0894 apa-hamburg@apawood.org	U.S. Agricultural Trade Office AmConGen Hamburg Department of State Washington, DC 20521-5180 Tel. (011-852-2) 841-2350 Fax (011-852-2) 845-0943
Hong Kong	American Hardwood Export Council Room 528, West Wing New World Office Building 20 Salisbury Road Tsimshatsui Hong Kong Tel. (011-852-2) 724-0228 Fax (011-852-2) 366-8931 afpa@netvigator.com	Agricultural Trade Office U.S. Consulate, Hong Kong PSC 464, Box 30 FPO AP 96522-0002 Hong Kong Tel. (011-852-2)841-2350 Fax (011-852-2) 845-0943
Osaka, Japan	American Hardwood Export Council Nishi-tenman 2-11-5, Kita-ku, Osaka American Consulate Building Postal Code 530-0047 Japan Tel. (011- 81-6) 6-315-5101 Fax (011-81-6) 6-315-5103 ahecoskt@gol.com	Agricultural Trade Office/Osaka American Council General Unit 45004, Box 239 APO AP 96337-5004 Japan Tel. (011-81-6) 315-5904 Fax (011-81-6) 315-5906
Tokyo, Japan	American Forest & Paper Association Tameike Tokyu Building, 8th Floor 1-1-14 Akasaka, Minato-ku Tokyo 107-0052 Japan Tel. (011-81-3) 3589-1320 Fax (011-81-3) 3589-1560	Agricultural Trade Office/Tokyo U.S. Embassy Unit 45004, Box 241 APO AP 96337-5004 Japan Tel. (011-81-3) 3224-5114 Fax (011-81-3) 3582-6429

Tokyo, Japan, cont'd	<p>APA-The Engineered Wood Association (same address as listed above) Tel. (011-81-3) 3589-0127 Fax (011-81-3) 3589-1560 apa-tokyo@apawood.org</p>	
	<p>American Softwoods (same address as listed above) Tel. (011-81-3) 3589-1320 Fax (011-81-3) 3589-1560 asjo@gol.com</p>	
Korea	<p>American Forest &amp; Paper Association Leema Building, Room 303 146-1 Susong-dong, Chongo-ku Unit 15550-0001 Seoul 110-140 Korea Tel. (011-82-2)722-3685 / 6 Fax (011-82-2)720-1898 afandpa@unitel.co.kr</p>	<p>Agricultural Trade Office American Embassy-Seoul APO AP 96205-0001 Korea Tel. (011-82-2) 397-4188 Fax (011-82-2) 720-792</p>
	<p>American Hardwood Export Council (address as listed above) Tel. (011-82-2) 722-3685 / 6 Fax. (011-82-2) 720-1898 afandpa@unitel.co.kr</p>	
Mexico	<p>American Softwoods Mecma S.A. de C.V. KM 3.5 Caarr Coaltepec Las Trancas Coaltepec Vera ruz CP 91500 Mexico Tel. (011-52-2) 816-3850 Fax (011-52-5) 816-3850 mecma_sa@terra.com.mx</p>	<p>Agricultural Trade Office * American Embassy P.O. Box 3087 Laredo, TX 78044-3087 Tel. (011-52-5)202-0168/0121 Fax (011-52-5)202-0528</p>
	<p>APA- The Engineered Wood Assn. Oficina Agro Comercial de los E. U.A. Corporativo Polanco Jaime Balmes No.8-201 Col. Morales Polanco 11510 Mexico City Mexico Tel ( 011-52-5) 281-6087 Fax (011-52-5) 281-6089 philippe.mercado@apawood.org</p>	

Mexico, cont'd	American Hardwood Export Council (same address as listed above) Tel. (011- 52-5) 282-0909 / 0918 Fax ( 011-52-5) 282-0919 luiszertuche@infosel.net.mx	
	American Forest & Paper Assn. (same address as APA above) Tel. (011-52-2) 282-2111	
Spain (& Italy)	American Softwoods Venus 36 Pozuelo de Alarcon 28224, Madrid Spain Tel. (011-34-91) 351-1449 Fax (011-34-91) 351-1449 americansoftwoods@jpcnet.com	American Embassy, Madrid PSC 61, Box 20 APO AE 09642 Tel. (011-44-171) 499-9000 Fax (011-44-171) 409-2019
United Kingdom	American Hardwood Export Council 3, St. Michael's Alley London EC3V 9DS England Tel. (011-44-207) 626-4111 Fax (011- 44-207) 626-4222 david.venables@ahec.co.uk	American Embassy PSC 801, Box 48 FPO AE 09498-4048 England Tel. (011-44-171) 499-9000 Fax (011-44-171) 409-2019
	APA - The Engineered Wood Assn. MWB Business Exchange Hinton Road Bournemouth, Dorset BH1 2EF England Tel. (011-44-1202) 201007 Fax (011-44-1202) 201008 apa-bournemouth@apawood.org <a href="http://www.apauk-ireland.org/">http://www.apauk-ireland.org/</a>	
	American Softwoods 25 Castle Street High Wycombe, Bucks HP13 6RU England Tel. (011-44-1494) 451000 Fax (011-44-1494) 451100 americansoftwoods@compuserve.com	

\* These offices are located in Mexico City and Monterrey.

## Appendix XI - State Level Contacts for Wood Exporters

### Alabama

Alabama International Trade Center  
P.O. Box 870396  
Tuscaloosa, AL 35487  
Tel. (205) 348-6974  
Fax (205) 348-6974  
Robert@aitc.us.edu

### Alaska

Development Specialist  
Department of Agriculture  
1800 Glenn Hwy. Suite 12  
Palmer, AL, 99645  
Tel. (907) 745-7200 EXT #6  
Fax (907) 745-7112  
douglas\_warner@dnr.state.ak.us

### Arizona

Arizona Dept. of Agriculture  
International Program Manager  
1688 West Adams  
Phoenix, AZ 85007  
Tel. (602) 362-3260  
Fax (602) 542-0969  
stephanie.turner@agric.state.az.us

### Arkansas

State Plant Board, Marketing  
No. 1 Natural Resources Drive  
P.O. Box 1069  
Little Rock, AR 72203  
Tel. (501) 225-1598  
Fax (501) 225-3590  
tim.ellison@uspb.state.ar.us

### California

Dept. of Food & Agriculture  
Ag Export Division  
1220 N Street, Suite A280  
Sacramento, CA 95814  
Tel. (916) 654-0389  
Fax (916) 653-2604  
aepinfo@cdfa.ca.gov

### Colorado

Colorado Dept. of Agriculture  
International Marketing Specialist  
700 Kipling Street Suite 4000  
Lakewood, CO 80215-5894  
Tel. (303) 239-4114  
Fax (303) 239-4125  
timlarsen@ag.state.co.us

### Connecticut

Connecticut Department of Agriculture  
Marketing Division  
765 Asylum Ave.  
Hartford, CT 06105  
Tel. (860) 713-2550  
Fax (860) 713-2516  
ronald.olsen@po.state.ct.us

### Delaware

Marketing Specialist  
2320 South Dupont Hwy.  
Dover, DE 19901  
Tel. (302) 739-4811  
Fax (302) 697-4463  
melanie@dda.state.de.us

### Florida

Florida Dept. of Agriculture  
Division of Marketing & Development  
545 East Tallahassee St  
Tallahassee, FL 32308-4981  
Tel. (850) 488-4366  
Fax (850) 922-2189  
coxd@doacs.state.fl.us

### Georgia

Georgia Forest Commission  
P.O. Box 819  
Macon, GA 31202  
Tel. (912) 751-3521  
Fax (912) 751-3523  
jwells@gfc.state.ga.us

### Hawaii

Dept. of Business, Economic Development & Tourism  
Product Trade Branch  
P.O. Box 2359  
Honolulu, HI 96804  
Tel. (808) 587-2754  
Fax (808) 587-3388  
dnada@dbedt.hawaii.gov

### Idaho

P.O. Box 790 (83701)  
2270 Old Penitentiary Rd.  
Boise, ID 83712  
Tel. (208) 332-8530  
Fax (208) 334-2878  
mthompson@agri.state.id.us

### Illinois

Illinois Dept. of Agriculture  
State Fairgrounds, 8th and Sangamon  
P.O. Box 19281  
Springfield, IL 62794  
Tel. (217) 785-0115  
Fax (217) 524-5960  
tenglish@agr.state.il.us

### Indiana

ISTA Center, Suite 414  
150 West Market Street Suite 414  
Indianapolis, IN 46204  
Tel. (317) 232-8770  
Fax (317) 232-1362  
alelong@commerce.state.in.us

### Iowa

Iowa Department of Economic Development  
200 East Grand Ave.  
Des Moines, IA 50309  
Tel. (515) 242-4742  
Fax (515) 242-4918  
international@ided.state.ia.us

### Kansas

Department of Commerce  
Agricultural Products  
700 SW Harrison St. Suite 1300  
Topeka, KS 66603  
Tel. (785) 296-3174  
Fax (785) 296-3776  
jdudley@kdoch.state.ks.us

### Kentucky

Kentucky Dept. of Agriculture  
500 Mero St. 7th Floor  
Frankfort, KY 40601  
Tel. (502) 564-2133  
Fax (502) 456-2133  
John.Cotten@kyagr.com

### Louisiana

Director of Forest Products  
Marketing  
Utilization and Development  
P.O. Box 3334  
Baton Rouge, LA 70806  
Tel. (225) 922-1280  
Fax (225) 922-1289  
mike\_b@idaf.state.la.us

**Maine**

International Trade Center  
511 Congress Street  
Portland, ME 04101  
Tel. (207) 541-7400  
Fax (207) 541-7420  
merritt@mitc.com

**Maryland**

Maryland Department of  
Agriculture  
International Marketing Services  
50 Harry S. Truman Pkwy  
Annapolis, MD 21401  
Tel. (410) 841-5777  
Fax (410) 841-5987  
storsjm@mda.state.md.us

**Massachusetts**

Program Coordinator  
Division of Ag Development  
251 Causeway St. Suite 500  
Boston, MA 02114  
Tel. (617) 626-1753  
Fax (617) 626-1850  
bonita.oehlke@state.ma.us

**Michigan**

International Marketing Specialist  
Michigan Department of  
Agriculture  
611 W. Ottawa P.O. Box 30017  
Lansing, MI 48909  
Tel. (517) 373-1052  
Fax (517) 335-7071  
burkep@state.mi.us

**Minnesota**

Minnesota Trade Office  
1000 Minnesota World Trade  
Center  
30 East 7 St., St. Paul, MN 55101  
Tel. (651) 297-4222  
Fax (651) 296-3555  
mto@state.mn.us

**Mississippi**

Mississippi Department of  
Agriculture and Commerce  
P.O. Box 849  
Jackson, MI 39205  
Tel. (601) 359-6672  
Fax (601) 359-3605  
lcleveland@mississippi.org

**Missouri**

Department of Agriculture  
International Marketing Programs  
P.O. Box 630  
Jefferson City, MO 65102  
Tel. (573) 751-4338  
Fax (573) 751-2868  
John\_Hensley@mail.mda.state.mo.us

**Montana**

Marketing Specialist  
P.O. Box 200201  
Helena, MT 59620  
Tel. (406) 444-2402  
Fax (406) 444-9442  
agr@state.mt.us

**Nebraska**

Department of Agriculture  
Promotion and Development  
P.O. Box 94947  
Lincoln, NE 68509  
Tel. (402) 471-4876  
Fax (402) 471-2759  
stanjg@agr.state.ne.us

**Nevada**

Nevada Division of Agriculture  
P.O. Box 11100  
Reno, NV 89502  
Tel. (775) 688-1182X239  
Fax (775) 738-2639  
bgrenowsky@agr.state.nv.us

**New Hampshire**

Dept. of Ag., Markets, & Food  
P.O. Box 2042  
Concord, NH 033302  
Tel. (603) 271-3685  
Fax (603) 271-1109  
runcles@afr.state.nh.us

**New Jersey**

New Jersey Department of  
Agriculture  
Marketing Division  
P.O. Box 330 John Fitch Plaza  
Trenton, NJ 08625  
Tel. (609) 292-3976  
Fax (609) 984-2508  
logan.brown@ag.state.nj.us

**New Mexico**

Director of Marketing  
Marketing Division  
MSC 5600, Box 30005  
Las Cruces, NM 88003  
Tel. (505) 646-4929  
Fax (505) 646-3303  
eavalos@nmda-bubba.nmsu.edu

**New York**

Department of Conservation  
Forest Products Utilization  
625 Broadway  
Albany, NY 12233  
Tel. (518) 402-9425  
Fax (518) 402-9028  
gw@dec.state.ny.us

**North Carolina**

International Trade Specialist  
NC Dept. of Ag. & Consumer  
Service  
P.O. Box 27647  
Raleigh, NC 27611  
Tel. (919) 733-7912  
Fax (919) 733-0999  
charles.green@mcmil.net

**North Dakota**

Marketing Coordinator  
Department of Agriculture  
600 East Blvd. Ave. Dept 602  
Bismark ND 58505  
Tel. (701) 328-4759  
Fax (701) 328-4567  
sbornsen@state.nd.us

**Ohio**

Dept. of Ag, Int'l Trade Programs  
8995 East Main St.  
Reynoldsburg, OH 43068  
Tel. (614) 728-4760  
Fax (614) 644-5017  
letson@odant.agri.state.oh.us

**Oklahoma**

International Marketing Specialist  
Department of Agriculture  
2800 North Lincoln  
Oklahoma City, OK 73105  
Tel. (405) 522-6192  
Fax (405) 522-4855  
barbara@oda.state.ok.us

**Oregon**

Department of Agriculture  
Marketing Division  
1207 NW Naito Pkwy. Suite 104  
Portland, OR 97209  
Tel. (503) 872-6600  
Fax (503) 229-6601  
agmarket@oda.state.or.us

**Pennsylvania**

Pennsylvania Hardwood  
Development Council  
2301 North Cameron St.  
Harrisburg, PA 17110  
Tel. (717) 772-3715  
Fax (717) 705-0663  
plyskava@state.pa.us

**Rhode Island**

RI Economic Development Corp.  
One West Exchange St.  
Providence, RI 02903  
Tel. (401) 222-2106  
Fax (401) 222-2106  
BusinessFirst@riedc.com

**South Carolina**

Director of Marketing Promotion  
Department of Agriculture  
Wade Hampton State Office  
P.O. Box 11280  
Columbia, SC 29211  
Fax (803) 734-2192  
wmack@scda.state.sc.us

**Sbta**

Department of Agriculture  
Marketing Division  
523 East Capitol  
Peirre, SD 57501  
Tel. (605) 773-5436  
Fax (605) 773-3481  
jon.farris@state.sd.us

**Tennessee**

Tennessee Dept. of Agriculture  
P.O. Box 40627 Melrose Station  
Nashville, TN 37204  
Tel. (615) 837-5160  
Fax (615) 837-5194  
jcpuckett@mail.state.tn.us

**Texas**

Director for International Marketing  
Department of Agriculture  
P.O. Box 12847  
Austin, TX 78711  
Tel. (512) 463-7636  
Fax (512) 463-7843

**Utah**

Utah Dept. of Ag, Marketing  
350 North Redwood Road  
Salt Lake City, UT 84111  
Tel. (801) 538-7108  
Fax (801) 538-4949  
email.rparker@email.state.ut.us

**Vermont**

Marketing Specialist  
Vermont Department of Agriculture  
116 State Street Drawer 20  
Montpelier, VT 05620  
Tel. (802) 828-3835  
Fax (802) 828-3831  
drusso@agr.state.vt

**Virginia**

Dept. of Ag & Consumer Services  
1100 Bank Street, Room 907  
Richmond, VA 23219  
Tel. (804) 371-8991  
Fax (804) 225-4434  
jgreen@vdacs.state.va.us

**Washington**

Department of Agriculture  
International Marketing Division  
P.O. Box 42560  
Olympia, WA 98504  
Tel. (360) 902-1915  
Fax (360) 902-2089  
lschumaker@agr.wa.gov

**West Virginia**

West Virginia Development Office  
Forest Products Industries  
1900 Kanawha Blvd. East  
Charleston, WV 25305  
Tel. (304) 558-2234  
Fax (304) 558-1957  
jstopham@wvdo.org

**Wisconsin**

International Agribusiness Center  
2811 Agricultural Drive,  
P.O. Box 8911  
Madison, WI 53708  
Tel. (608) 224-5112  
Fax (608) 224-5111  
perry.brown@datep.state.wi.us

**Wyoming**

Wyoming Dept. of Agriculture  
2219 Carey Avenue  
Cheyenne, WY 82002  
Tel. (307) 777-6569  
Fax (307) 777-6593  
wbend@state.wy.us