

Export Action Plan (EAP)

This Export Action Plan (EAP) sets out growth opportunities and challenges for **XX Ltd**, as discussed and defined during the meeting between your business representative and our International Trade Adviser (ITA). It describes the different ways in which we aim to support you in achieving your growth plan and for selling overseas.

A well-structured plan will make sure you have thought about all the possibilities, chosen a logical way forward and set targets to keep you on track. Your Export Action Plan is a tool to show banks, investors or partners and employees within your business that you are serious and have realistic and achievable goals.

Company Information

Company Name:
Companies House Number:
Business Sector:

Business Objective(s) (SMART – Specific, Measurable, Achievable, Realistic, Timebound)

What are the key perceived barriers to exporting? Please tick relevant box

☐ Cost - This includes both the cost of setting up or expanding your exporting and all costs related to exporting including tariffs or customs fees, and indirect costs such as time required to complete paperwork.

☐ Lack of Knowledge - For example, lacking information about relevant regulations or about practicalities or logistics involved in exporting to a given market

☐ Capacity - The capacity of a business to export and cater for international contracts, for example having the right number of people, machinery, skill levels etc.

☐ Access - Access to contacts, customers and the right networks

☐ Other – specify



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Activities to be carried out by the Business

Activity	Expected Outcome	Responsible	Priority H/M/L	Cost of Activity	Provider(s)	Start date	Scheduled Completion Date	Actual Completion Date



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Note: Under the proposed actions activity you should include any external sources of funding that the SME might need to apply for to deliver. Such sources of funding could equally include bank loans, any business support grants available from Growth Hubs, etc.

General Comments:

Date agreed:

Date of next review period:

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