# For **excellent connections** worldwide

export expertise > language transfer > comprehension communication





# **FOR**

small and medium-sized businesses: machine construction, capital goods, engineering, complex products and services that require explanation

# **YOUR SITUATION**

Sometimes the workload can overwhelm your export department. There's simply not enough time!

The usual staffing solutions aren't always enough to accomplish short-term, targeted projects. Flexibility is required.

The world is the market, the demands are enormous: language barriers – cultural differences – insufficient specialized skills.

# FOR EXCELLENT CONNECTIONS WORLDWIDE

# **IMMEDIATE BENEFITS**

extra-com makes connections for you

keeping your schedules in mind – help when you need it

with a feel for languages – in the language your partners understand

with sensitivity and tact – immersed in your partner's culture

# For excellent connections worldwide

# **SERVICE EXCELLENCE**

Many years of professional experience, outstanding language skills, and extensive export expertise for every continent.

**CLEAR GOALS** 

EUROPE ASIA

**AFRICA** 

**AUSTRALIA** 

NORTH AND SOUTH AMERICA

Establish and grow your export markets Provide noticeable relief during short-term bottlenecks Boost your name recognition internationally Fully exploit the potential in trade fairs More than 20 years of business experience provide a superb basis for turning your plans into reality.



# Establish and expand export markets

In our export-driven economy, even small and medium-sized companies discover that establishing and expanding international business is crucial to their success. Orders don't simply fall out of the sky, though – you have to go out and get them.

# Boost your international business with your export expert

ESTABLISH
NEW CONTACTS
REACTIVATE
OLD CONTACTS

#### **Enter new markets**

Seek out new business partners and sales markets

#### **Acquire new customers**

Establish initial contacts, determine demand, work out quotes, conduct negotiations

#### Reactivate old contacts

Examine and analyze customer databases Prepare and conduct customer surveys Plan and implement follow-up projects

Your PLUS with extra-com:

#### **EXPORT EXPERTISE PLUS SALES EXPERTISE**

- + You gain links with international markets
- + You strengthen your global business
- + Your business expands, thanks to solid expertise

#### **Boost your international business now!**



# Export expertise connects markets



Establish important international contacts and develop excellent connections with cold calling.

#### **Enter new international markets**

"Ms. Scharf was entrusted with the opening-up of the Croatian market. She identified potential clients and established important contacts.

Within a short time she gathered relevant information about the Croatian market, won numerous prospective buyers and processed the first major order.

We decided to additionally assign her the tapping of the French market."

Georg Windeisen, Managing Director of KompLED LightSystems

## **EXTRA PLUS**

Broad experience with Asian business partners

# Bridge short-term bottlenecks

Are you in need of skilled temporary support, of someone who can quickly integrate with your team and understands what needs to be done?

# ACCOMPLISH SEAMLESS TRANSITIONS PICK UP THE THREADS

Sometimes your calendar is overloaded with deadlines. Even important projects have to be dispatched at top speed. You miss out on successful export business because nobody has time to take on the task with the diligent attention it requires.

# As your partner, I pick up the threads for you

#### Foreign language expert

Flexible while also being firmly integrated with your company Hit the right tone with your correspondence For the appropriate interaction with your international trade partners

#### **Operational support**

From the quote to the follow-up and the secured order

Overcoming language barriers is a crucial ingredient for achieving success in international business.

# Language connects countries and continents

# Extensive expertise in foreign languages

"Ms. Scharf was responsible for the acquisition of new clients all over the world. Due to her strong communicative skills and her extensive knowledge of foreign languages, she established good contacts to new potential buyers and successfully deepened existing connections."

Stefan Sillner, Export Director at Hammer Sport AG

Your PLUS with extra-com:

#### **LANGUAGES PLUS BUSINESS OPERATIONS**

- + You overcome language barriers and bridge the cultural divide
- + Your workload is noticeably lighter
- + You gain flexibility and peace of mind

**Build closer relationships with your customers and suppliers!** 

# **EXTRA PLUS**

5 languages English – French – Spanish – Croatian – German



# Fully exploit the potential in trade fairs

When doing business internationally you want to avoid putting a foot wrong. Every country has its own customs ... It is important to recognize and consider cultural differences in your communication. Cultural sensitivity is an important factor for success on the international stage — especially at exhibitions and trade fairs!

# You can rely on my skillful approach

#### Before the trade fair

Seek out the most suitable industry trade fairs Invite to upcoming fairs Coordinate meetings

#### **During the trade fair**

Approach visitors at the fair Conduct product presentations and survey customer needs Explain functionality of exhibited products Establish contacts with potential customers and distributors

#### After the trade fair

Provide additional information Answer remaining questions Work out quotes Maintain further contact

# **EXTRA PLUS**

High affinity for technical subjects



## Communication connects businesses

ENSURE SKILLFUL APPROACH CONTINUE EXPANDING NETWORKS

# Strong communication skills

"We relied on Ms. Scharf for support in acquisition of new clients. Her work permitted us to contact numerous prospective buyers and generated a lot of price You can rest assured that I will correctly package your business for your international partners and adapt it for their culture.

buyers and generated a lot of price quotes. The results widely exceeded our expectations and convinced us we are in good hands."

Torsten Wunderwald, Managing Director of EVO TECH Laser



Your PLUS with extra-com:

#### **COMMUNICATION PLUS ORGANIZATION**

- + You fully exploit the potential of a trade fair
- + You boost the name recognition of your company and your products
- + Your workload of time-intensive tasks is eased

**Break through language and cultural barriers!** 

#### extra-com

# **Export expertise** connects markets

My solid know-how in export matters and international sales will help you conquer markets abroad.

## **Language** connects **continents**

My fluency in a broad range of languages opens new doors for you. For excellent connections worldwide!

#### **Communication** connects businesses

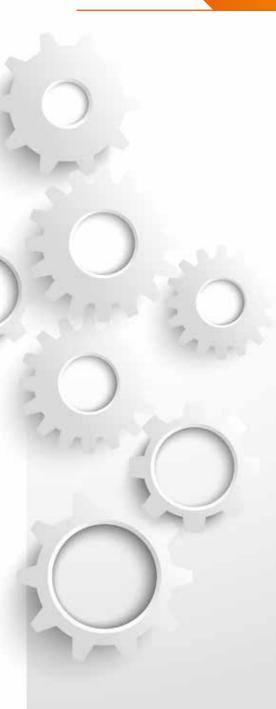
My skills in building relationships with people from other cultures will give your business the appealing image it deserves with your international partners.



Drita Scharf Managing Director of extra-com



## For excellent connections worldwide









#### Competent, dedicated, professional

"Thanks to Ms. Scharf's dedicated work, numerous valuable customer contacts have been established, resulting in requests for quotations and visits. Her excellent work has gained a reputation in our company, so we are entrusting her with additional projects."

Sebastian Koch, Head of International Sales of Siepmann Werke

#### If you would like to

boost your international business intensify your relationships with business partners fully exploit potential break through language and cultural barriers

then I look forward to talking with you!

with Inany



#### extra-com

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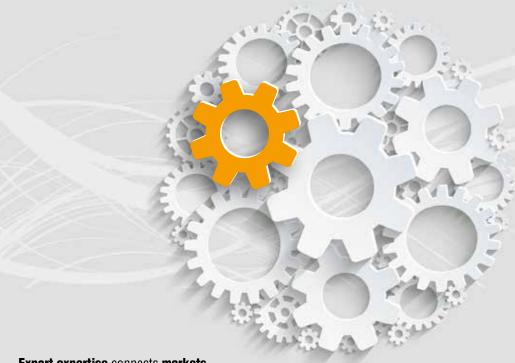
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#### www.extra-com.de

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**Export expertise** connects markets.

Language connects continents.

**Communication** connects **businesses**.

