

Business Mission Agreement

*Appendix 2 -Agreed Budgeted Costs**

Logistics coordination	Insert text and amount here
Hospitality (e.g., catering, waiting services, room set-up)	Insert text and amount here
Equipment rental (e.g., audio-visual, phones....)	Insert text and amount here
Translation/Interpretation services	Insert text and amount here
Transportation (to/from airport, to/from meetings)	Insert text and amount here
Meeting/Conference rooms	Insert text and amount here
Post officers overtime as agreed/authorized in advance	Insert text and amount here
Photographer	Insert text and amount here
Printing (e.g., signs, name plates, invitation, mission directories)	Insert text and amount here
Media program (if available)	Insert text and amount here
One -on-one meeting arrangements	Insert text and amount here
Accommodation arrangements	Insert text and amount here
In-depth market reports	Insert text and amount here
Temporary office or display space	Insert text and amount here
Other items (please specify)	Insert text and amount here
Subtotal	Insert amount here
Contingencies (10% of total budget)	Insert amount here
TOTAL (in \$Cdn)	Insert amount here

**Further information detailing these costs may be attached.*