

## FTZ Application Steps and Timeline

*NEOTEC operates under a fast-track application process called the Alternative Site Framework.*

1. Inquiry received by NEOTEC or partner organization
2. NEOTEC responds with phone call to company within 24 hours to qualify; NEOTEC provides company with FTZ Savings Calculator tool
3. If company qualifies, NEOTEC advises partner and Zone Site Administrator, and schedules meeting with company
4. Intake: NEOTEC conducts a confidential, no-cost feasibility analysis
5. Company decides to proceed with application
6. NEOTEC enters into a 3-party FTZ Application Agreement with company and Zone Site Administrator
7. NEOTEC obtains required documentation from company, including:
  - > Letter requesting FTZ status
  - > Maps and legal description
8. NEOTEC assists company in writing economic justification for FTZ status (as part of required documentation)
9. NEOTEC submits draft application to U.S. Foreign-Trade Zones Board
10. NEOTEC follows up with final application after satisfactory review by FTZ Board
11. NEOTEC notifies company of approval by FTZ Board and executes a 3-part Operator/User Agreement with company and Zone Site Administrator
12. Company proceeds with activation process

► **TIMELINE** Steps 1-9: approximately 3 weeks  
Step 10: approximately 2 weeks  
Step 11: approximately 5 weeks  
Step 12: approximately 3-6 months

► **APPLICATION COSTS** Based on scope of project

► **PAYMENT TERMS** 50% with signed application agreement, 50% balance on approval by FTZ Board

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