

DEAL NOTE STRUCTURE TEMPLATE

This tool outlines areas of collaboration with a partner and establishes expectations for each party.

1. Company Partnership Agreement with USAID TradeHub (DAI)

2. Background and purpose of the partnership

3. Objectives of the partnership

4. Agreement of the partners

5. Table 1: Activity Plan

Activity Description	Lead Person	FY			
		Months			
		Month 1	Month 2	Month 3	Month 4

6. Monitoring Performance

7. Table 2 Performance Baseline and Results Data

USAID Trade-Hub	Results of USAID Trade-Hub Support	Backup Documents	Frequency of data collection	Baseline
1	Value and volume of exports/imports			
2	Value of sales			
3	Value of new investment			
4	Number of jobs created			
5	Improved profitability			
6	Applying improved technology or management practices			
7	Finance accessed			

8. Technical Implementation team contact information *(company representatives/key contacts)*

9. Conditions of Agreement/Legal and time frames

10. Signatures