

## 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 obtains required documentation from company, including:
  - > Letter requesting FTZ status
  - > Maps and legal description
7. NEOTEC assists company in writing economic justification for FTZ status (as part of required documentation)
8. NEOTEC submits draft application to U.S. Foreign-Trade Zones Board
9. NEOTEC follows up with final application after satisfactory review by FTZ Board
10. Company proceeds with activation process

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► **TIMELINE** Steps 1-8: approximately 3 weeks  
Step 9: approximately 2 weeks  
Step 10: 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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