



Offshoring Road Map Check List

- Identify requirements
 - Timing
 - Time zone
 - Language
 - Skill Sets
- Engage LOB VP
- Identify Space
 - FLR
 - LAF
 - Cap Ex
- Work with Ops
 - PMO Team
 - IT Transition
- Complete Finance Questionnaire
 - Answer 18 questions
- Know Legal Implications
 - Contracts
 - Leases
 - Legal Entities
- Understand Tax Differences
 - Tax incentives
 - Local tax compliance
- Contact Import/Export Compliance
 - Export.Control@acs-inc.com
 - Use the ITCO
 - Don't do this alone!
- Speak with International HR
 - No employment at will
 - Formal contracts
 - Know the termination requirements
- Engage International Recruiting
 - Pre-employment screening
 - Know the hiring timeline
- Assess need for Language Training
 - Assess prior to offer
 - Accent Neutralization for customer facing employees
- Execute



Global Operations Support POCs

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