

Office Rent Subsidy for Offices of Foreign State Governments

Ministry of Foreign Affairs R.O.C. Taiwan

Year since the office is opened	Subsidy Percentage of the total rent
1 st	75%
2 nd	75%
3 rd	60%
4 th	50%
5 th	50%
6 th -	NTD 12,000(about US\$400)/month

Note: The cap is NTD30,000 (about US\$1,000)/month

Estimated Yearly Cost for American States Trade Office Establishment

Source: American State Offices Association (ASOA)

Items	Estimated yearly cost (USD)	Note
Office rental fee	14,400	
A four-month deposit for signing office lease	4,800	Refundable if office is closed
Office set-up fee	20,000	Including phones, two computers and decoration, etc.; One-time fee
Mailing fees	1,550	Including letterhead papers, envelopes and postage
Communication	1,800	Phone, fax and internet
Membership for Discover America Committee	500	
Local travel	5,000	

Marketing fee for trade shows and seminar events	12,000	
Representative Salary	70,000	
Staff Salary	20,000	Per person (1~2ppl)
Miscellaneous	3,000	Including stationery, office cleaning, coffee and tea, etc.
Entertainment	3,500	
Total	\$156,550	

Note: Graph above excludes yearly cost of participation in trade shows held in Taiwan or neighboring countries. Total expense ranges from \$50,000-100,000, depending on the number of trade shows (average 3 to 6) attended.