

Date: May 10, 2012

Business Trip Itinerary

Name / For: Satoshi Imada

Purpose of trip		To find prospective clients at the Medical Equipment Display in San Francisco				
Dates		May 24 - 26		Duration of stay	3 days and 2 nights	
Departure from		Narita International Airport		Departure time	3:40 p.m.	
Arrival at		Narita International Airport		Arrival time	6:30 p.m.	
Mode of transportation		Airplane		Hotel address	Clement Hotel 1735 El Grande, San Francisco, CA 94122	
Dates	Depart from	Departure time	Arrival Time	Destination	Associated activity	Remarks
Day 1	NRT	3:40 p.m.	9:10 a.m.	SFO	Arrive at San Francisco International Airport	Flight #: DE 208
	SFO	10:50 a.m.	11:20 a.m.	SF Warehouse	Inspect the distribution warehouse Lunch with the factory director (Jie Chi)	Take a taxi to the warehouse
	SF Warehouse	2:00 p.m.	2:30 p.m.	SF Branch	Discuss market trends at the monthly meeting	
	SF Branch	5:20 p.m.	6:00 p.m.	Prime Steak	Dinner with the branch manager (Toru Shiota)	
	Prime Steak	8:00 p.m.	8:30 p.m.	Clement Hotel	Check company profile	
Day 2	Clement Hotel	9:30 a.m.	10:00 a.m.	HP Pavilion	Promote our products/services to prospective clients at the SF Convention	Estimated cost: registration fee (\$50)
	HP Pavilion	5:00 p.m.	5:30 p.m.	Clement Hotel	Free time	
Day 3	Clement Hotel	12:50 p.m.	4:40 p.m.	SFO	Arrive at SFO / Depart for Japan	Flight #: DE 209
	SFO	12:50 p.m.	4:40 p.m.	NRT	Arrive at Narita International Airport—go directly home	