

REFERENCE REQUEST

Reference provided in respect of (The Company):	
For (Contract Services):	
Please return this form at your earliest convenience, ideally by:	
Please could you return this document by email By E-MAIL to:	

1	Please can you confirm that The Company above have provided services to your organisation?	YES / NO (Please delete as appropriate)
2	Briefly, please describe the nature of the services supplied to you?	
3	Were they the same as the Contract Services above?	YES / NO (Please delete as appropriate)
4	What is the approximate annual value of business placed with the organisation?	£
5	For how long have you used this organisation?	Years
6	Date that the contract expires/expired with The Company?	XX/XX/XXXX
7	Will you (or would you, subject to satisfactory tender, for example) continue to use this organisation in the future?	YES / NO If 'NO', please indicate why not:

	YOUR OPINION OF THE ORGANISATION: Please indicate your assessment of the Organisation by ticking the appropriate box for each of the following categories:	Excellent	Good	Adequate	Poor	Applicable Not	Comments, if any
8	Overall satisfaction with the firm's performance						
9	Turnaround time from appointment to completion of services?						
10	Competency to deliver the required services and the quality of services, including the competency and professionalism of the individuals involved						

11	Quality of service and the firm's quality assurance policies & procedures						
12	Speed and effectiveness with which complaints are remedied						
13	Degree of flexibility and general co-operation in the firm's approach – how easy are they to work with?						
14	Working relationship between yourselves and the organisation						
15	Are there any other comments you would wish to make concerning The Company that you consider would be helpful to us in making an evaluation?						

This reference in respect of The Company is provided by	
Please print name	
On behalf of our organisation	
Telephone number	
Date	