

PLEASE COMPLETE THIS CHECKLIST AND SUPPLY A COPY  
WITH YOUR APPROPRIATE LITERATURE.

Company name and address	<input type="text"/>		
<input type="text"/>			
Telephone	<input type="text"/>	Fax	<input type="text"/>
Email		<input type="text"/>	
Status (Ltd Company, Partnership etc)	<input type="text"/>	Registration number	<input type="text"/>
Date established	<input type="text"/>	Number of employees	<input type="text"/>
Are you registered for VAT?			<input type="text"/>
Accreditation	<input type="text"/>		
Please provide an overview of the services you offer			
<input type="text"/>			
<input type="text"/>			
Technical facilities/equipment	<input type="text"/>		
<input type="text"/>			

**QUALITY STANDARDS:**

Do you operate to recognised quality standards? Please detail here

**HEALTH AND SAFETY/ENVIRONMENTAL POLICY:**

Do you have formalised policies which can be supplied on request?

Do you intend to sub contract any of the services you are offering to Smith Creative?

If so, please detail here

**EXPERIENCE:**

Please provide samples or case studies of previous, similar work

**COMPANY LITERATURE:**

Please supply any information that you feel is relevant.

**HOW WE SELECT OUR SUPPLIERS:**

We like to develop long term relationships with our key suppliers. We believe that this is the best way to achieve best value for our clients. However, we do regularly review the performance of existing suppliers and consider the case for new ones. Submit the information requested above to Ian Smith and call him on 0191 2321268 two weeks later. We ask a lot from our suppliers because they are a crucial part of our business. In return, we deal positively, professionally and fairly with all those with whom we work, pay promptly and seek to develop lasting, mutually beneficial relationships.