# He Tupu Ōhanga |Commercial Advisors Scheme

# Reference Check to approve a Commercial Advisor

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| Reference check for:(name of nominated commercial advisor) |  |
| Referee name: |  |
| Company: |  |
| Title: |  |
| Phone: |  |
| Email: |  |

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|  1 What is your relationship with the Supplier? |
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| 1. What type of services have you recently purchased from the supplier?
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| 1. Is the supplier currently providing you with services?
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| 1. Has the supplier’s performance been:
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| * 1. on time
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| * 1. to the required specifications
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| * 1. within budget
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| 1. How would you rate the quality of the services delivered?
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| 1. How accurate is/was the supplier’s reporting and invoicing?
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| 1. Where has the supplier performed well? What could it improve?
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| 1. How much contract management does/did the supplier require?
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| 1. Have there been any issues? If yes, how well were they handled?
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| 1. Have there been any concerns around honesty or trustworthiness?
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| 1. Would you use this supplier again?
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| 1. Would you recommend this vendor to a friend with similar needs? If not then why.
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| 1. Any last bit of advice you wish *you* had known in advance, before engaging the vendor?
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