# 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: | |
| * 1. on time |  |
| * 1. to the required specifications |  |
| * 1. within budget |  |
| 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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