

Interlake School Division

SUPPLIER / VENDOR REFERENCE CHECK FORM

Date: _____
Project Description: _____
Location/Rm #: _____
Supplier / Vendor: _____
Reference Name: _____
Reference Position / Company _____
Reference Check Performed By: _____

Reference Questions:

1. *How long have you done business with the supplier / vendor, and what have you purchased / contracted for?*

2. *What has been your experience with the supplier's / vendor's compliance to timelines, price quotations, etc?*

3. *What has been your experience with the supplier's / vendor's product/service quality?*

4. *Have you ever had a service issue with this supplier / vendor, and if so, did the supplier / vendor rectify the issue(s) to your satisfaction?*

5. *Would you recommend this supplier / vendor, and if so, why?*

6. *Is there anything further you would like to communicate about the supplier / vendor that would assist in making a purchasing decision?*

Once completed, please forward a copy to the Division Office

Attention: Human Resources