



## Reference Form

To enable your referees to complete this reference form you will need to select the work categories you would like to be registered for. For each of the work categories you choose, two references will be required. To view a list of the work categories and to download more reference forms, please visit the 'Suppliers' section of our website: [www.constructionline.co.uk/static/suppliers](http://www.constructionline.co.uk/static/suppliers).

Hints and tips on how to complete this form can be found overleaf.

<b>Supplier name:</b>	Williams Shipping
<b>Constructionline registration number:</b>	176192

<b>Category of work:</b> Please refer to the Constructionline work category list by visiting the 'Resources' page within the 'Suppliers' section of our website at <a href="http://www.constructionline.co.uk/static/suppliers">www.constructionline.co.uk/static/suppliers</a> - then pick your selected category titles as per the example below.	<b>Value:</b> The value of the contract/fee paid for works or materials supplied.	<b>Date contract was completed:</b>
For example: Building (Design & Construct)	£ Amount highest value refs available	Month/Year
Steel Storage Containers		

<b>Did the supplier do the job well? (Yes/No)</b>	
<b>Will you consider using this supplier for future contracts? (Yes/No)</b>	

<b>Other comments:</b> (please use a separate sheet if necessary)

Constructionline may need to contact you briefly to verify the information above so please ensure you provide either a telephone number or email address in the box below.

<b>Reference completed by:</b>	
Your name:	Organisation:
Position in organisation:	
Signature:	Email address:
Phone number:	Date:

Please return this form to: Constructionline, PO Box 6441, Basingstoke, Hampshire, RG21 7FN.  
Fax: 0844 892 0315, Email: [constructionline@capita.co.uk](mailto:constructionline@capita.co.uk)