

# Print Services

## Supplier Reference Check

### 2021

Supplier Name:

Referenced Company:

Referenced Contact Person:

Referenced Contact Phone Number:

Referenced Contact Email:

1. Are you currently using this supplier as a print supplier?
2. How long have you used the services of this supplier?
3. What services does this supplier provide? Please select from the list below:

General Printing

Envelopes

High Speed Copy

Forms

Large Format

Direct Mail

Bindery

4. Briefly describe the project that this supplier completed? What were the challenges and successes?
5. Please comment on this supplier's strengths.
6. Are there particular areas that this supplier could improve on? If so, what could be improved?
7. Did this supplier work within your budgets? If they did not, please comment.
8. Did this supplier work within your timeframes? If they did not, please comment.
9. Are the services of this supplier competitive with other suppliers you have worked with in the past?
10. Do you have a compatible working relationship with this supplier?
11. Other comments: