

ANNEXURE 2 – REFERENCE LETTER

To be completed by reference and returned with tender submission.

CLIENT NAME:

DETAILS OF WORK UNDERTAKEN		
Please score and comment on the attributes listed below	Score out of 10	COMMENTS
Professionalism of service provided		
Quality of work done		
Ability to provide service on demand		
Quality of skilled personnel attributed to the matter		
Quality of advice given		
Turnaround time of service provided		
Reporting back to client and keeping client abreast with the matter		
Overall rating of service providers performance		

Total Score (sum of all scores)		
Average Score out of 10		

Referee name: Referee signature:

Designation:

Date:

Tel:

Company/Client Stamp: