

Description of goods sold (single products or products categories)

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Description of services supplied (single service or services categories)

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Description of works supplied

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1. COMPANY GENERAL DATA

1.1 COMPANY NAME AND LEGAL STATUS _____

1.2 LEGAL RESIDENCE _____

1.3 ADMINISTRATIVE HEADQUARTERS _____

1.4 DATE OF ESTABLISHMENT/ Verifiable _____

1.5 CAPITAL STOCK _____

1.6 FISCAL CODE _____

1.7 VAT code (Submit the documentation) _____

1.8 CHAMBER OF COMMERCE or other
AUTORITY (Submit subscription code and
documentation related) _____

1.9 LEGAL REPRESENTATIVE (NAME) _____

1.10 PERIPHERIC OFFICES N° _____

1.11 PHONE NUMBER _____

1.12 TELEFAX NUMBER _____

1.13 E-MAIL _____

1.14 WEBSITE _____

2. ADD COMPANY INFORMATION

2.1 N° OF EMPLOYEES	TOTAL	_____	WORKERS	_____
	EMPLOYEE	_____	MANAGERS	_____
2.1 SALES FIGURES	SALES FIGURES (LAST YEAR)			
2.1 THREE MAIN CUSTOMERS	1) _____			
	2) _____			
	3) _____			
2.1 MAIN SUPPLIERS	_____			

2.2 BANKING REFERENCES	_____			

3. PRODUCT SALES

3.1 DOES YOUR COMPANY POSSESS A SALES NETWORK?	YES	NO	NUMBER OF AGENTS	_____
3.2 Is your company providing any after sales guarantee ? If yes, how long?	YES	NO		_____
3.3 CAN YOUR COMPANY SUPPLY RELEVANT DOCUMENTATION CONCERNING THE QUALITY OF THE PRODUCTS IT SELLS?	YES	NO		_____
3.4 IS THERE ANY EXTRA CHARGE FOR THE TRANSPORTATION OF THE MATERIAL SUPPLIED? If yes, Specify	YES	NO		_____
3.5 Average Delivery time(days)	YES	NO		_____

PLEASE STATE THE TYPOLOGY OF DOCUMENTATION THAT YOUR COMPANY CAN PROVIDE CONCERNING THE QUALITY OF PRODUCTS

CERTIFICATE OF ORIGIN	WRITTEN GUARANTEE
QUALITY DECLARATION OF GOODS	GOODS' SECURITY DOCUMENTATION

4. MEASUREMENTS CONCERNING THE QUALITY MANAGEMENT SYSTEMS AND ITS IMPROVEMENT

4.1 IN CASE OF MALFUNCTIONING, DOES YOUR COMPANY PROVIDE TECHNICAL SUPPORT?	YES		NO	
4.2 IS THERE A REGISTRY TO RECORD CUSTOMERS' COMPLAINTS	YES		NO	
4.3 IS CUSTOMERS' SATISFACTION PERIODICALLY ASCERTAINED?	YES		NO	

Place and date of questionnaire completion	Stamp and signature of the legal representative
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