



CERTIFIED EVENT MANAGER (CEM) – SUPPLIER REFEREE REPORT

CONFIDENTIAL

Name of applicant: _____

Applicant's Organisation: _____

Name of Referee: _____

Organisation: _____

Contact Phone Number: _____

Email address: _____

You have been nominated by the applicant as a referee to support an application for industry accreditation with The Professional Conference Organisers Association Inc.

Any information and/or comments provided in this referee report will remain confidential to The PCO Association Inc.

Please send your completed referee report and any supporting information directly to the PCO Association at PO Box 413, Tweed Heads NSW 2485, or fax 07 3461 0156.

As an industry supplier for the applicant, we would appreciate you taking some time to provide details and comments of your experience and relationship with the applicant in the following key areas:

- 1. **Professional Conduct** – in the course of supplying products and/or services, did the applicant act in a professional manner at all times?

Yes

No

Comment: _____

- 2. **Lead times** – have you been satisfied with the lead times the applicant has given you in order for you to supply your goods and services to the applicant in a timely manner?

Yes

No

Comment: _____

3. **Financial Management** – have you been satisfied with the time taken by the applicant to settle your account for the goods and services you supplied ?

Yes

No

Comment: _____

GENERAL COMMENTS: _____

Thank you for taking the time to supply this referee report. Please provide your contact details:

If you have any questions regarding The PCO Association Industry Accreditation or regarding this referee report, please do not hesitate to contact me. Please forward the completed Referee Report to:

Jennifer Milward
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The PCO Association Inc
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Tweed Heads NSW 2485
Email: jennifer@pco.asn.au
Phone: 1300 44 10 99
Fax: 07 3461 0156