

## Request for Reference



AWI Quality Certification Corporation  
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This company has applied for participation in the QCP. The Program requires ten trade references confirming the applicant's performance. Please complete this questionnaire and return it to the firm, or you may mail or fax it to the address on right.

Name of company asking for reference: \_\_\_\_\_

Approximate number of years you have done business with them: \_\_\_\_\_

Approximate number of projects you have worked on with them: \_\_\_\_\_

Please include your assessment of the following on a scale of 1 to 5 (please circle):

Outstanding	Fine	Good	Acceptable	Poor
5	4	3	2	1

### I. Your assessment of reputation and skill as a woodworker:

A. Quality of materials and workmanship.	5	4	3	2	1
B. Quality of factory finishing, when included in contract.	5	4	3	2	1
C. Quality of installation, when included in contract.	5	4	3	2	1

### II. Your assessment of integrity as a woodworker:

A. Competence of advice and guidance during design, proposal and/or submittal phase.	5	4	3	2	1
B. Competence of management and fabrication teams during project.	5	4	3	2	1
C. Competence of "job close out " processes, including punch lists and warranties.	5	4	3	2	1

### III. Your assessment of reputation for responsibility as a woodworker.

A. Businesslike proposal and change-order forms and procedures.	5	4	3	2	1
B. On-time delivery of shop drawings, samples, and product.	5	4	3	2	1
C. Prompt and effective corrective action in the presence of problems.	5	4	3	2	1

Comments: (Please include separate sheet for additional comments)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of firm: \_\_\_\_\_

Design Firm     General Contractor     Building Owner/User