



Request for Customer References: Schedule D: Graduation Photographic Services

Proposer Name: _____

Supplier Name (Client)	
Name and Designation Of Referee	
Telephone No	
Email Address	
Date of Reference	
Date or period service was provided	
Service Offering (please tick the relevant box/s to indicate the service provided by the Proposer)	Experience in conducting Graduation Photographic Services <input type="checkbox"/> Has the ability to provide 30X40cm colour photographs to be used for graduation ceremonies <input type="checkbox"/> Has the ability to supply lists containing the make, models and serial numbers of processing equipment <input type="checkbox"/>
Scale of the service offered -	<input type="checkbox"/> Did the Service Provider provide Samples and Sizes of all the photos that they take and is able to make them available to the graduands?
	<input type="checkbox"/> Did they demonstrate that they have the ability to provide various options to graduands?
Brief description of the service provided	
Estimated value of the service provided in Rands	

Criteria	Needs Improvement	Meets Requirements	Exceeds Requirements	Exceeds Requirements and Adds Value
1. Are you happy with the level of service and professionalism received from the supplier?				
2. Did the supplier meet your requirements in terms of Graduation Photographic Services?				
2.1 Experience in conducting the Graduation Photographic Services				
2.2 Do they give students various options to choose from?				
2.3 Do they assist with special requests? (E.g., taking pictures of Honorary Graduands)?				

Company stamp and date



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2.4 Did you find the staff assisting professional and helpful?				
3. Did they meet your Turnaround time (deliver within agreed timelines)?				
4. Did they meet the agreed budget?				
Criteria	Yes	No	Comments	
5. Would you recommend the supplier for the services indicated above?				
6. Do you currently use this supplier? If not, please provide reasons in the comments area				

Company stamp and date