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## CERTIFIED EVENT MANAGER

## SUPPLIER REFEREE REPORT

CONFIDENTIAL

Name of Applicant: .....

Applicant's Organisation: .....

Name of Referee: .....

Organisation: .....

Contact Phone: .....

Email Address: .....

Event Details (within last 3 years): .....

You have been nominated by the applicant as a referee to support an application for industry certification 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 return your completed referee report and any supporting information to the applicant, or alternatively to the PCO Association via email to [admin@pco.asn.au](mailto:admin@pco.asn.au).

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 areas:



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**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:**

**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:**

**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:**



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## General Comments:

Thank you for taking the time to supply this referee report.

If you have any questions regarding the PCO Association industry certification or regarding this referee report, please do not hesitate to contact us.