# **Annex IV: Client Reference Information Sheet**

Please provide the following contact information for each client reference submitted (Please expand the form if needed).

# Reference 1

|  |  |
| --- | --- |
| Company Name: |  |
| Contact Name and Title: |  |
| Phone: |  |
| E-mail: |  |
| Address: |  |
| Value of Contract: |  |
| Company Size 1 (number of employees) |  |
| Industry/Market Sector (private, public, non-for profit). |  |
| Duration of the services (months):  Start date (month/year):  Completion date (month/year): |  |
| Detailed description of the actual services provided by your company for this client: | |

# Reference 2

|  |  |
| --- | --- |
| Company Name: |  |
| Contact Name and Title: |  |
| Phone: |  |
| E-mail: |  |
| Address: |  |
| Value of Contract: |  |
| Company Size 1 (number of employees) |  |
| Industry/Market Sector (private, public, non-for profit). |  |
| Duration of the services (months):  Start date (month/year):  Completion date (month/year): |  |
| Detailed description of the actual services provided by your company for this client: | |

# Reference 3

|  |  |
| --- | --- |
| Company Name: |  |
| Contact Name and Title: |  |
| Phone: |  |
| E-mail: |  |
| Address: |  |
| Value of Contract: |  |
| Company Size 1 (number of employees) |  |
| Industry/Market Sector (private, public, non-for profit). |  |
| Duration of the services (months):  Start date (month/year):  Completion date (month/year): |  |
| Detailed description of the actual services provided by your company for this client: | |

# Reference 4

|  |  |
| --- | --- |
| Company Name: |  |
| Contact Name and Title: |  |
| Phone: |  |
| E-mail: |  |
| Address: |  |
| Value of Contract: |  |
| Company Size 1 (number of employees) |  |
| Industry/Market Sector (private, public, non-for profit). |  |
| Duration of the services (months):  Start date (month/year):  Completion date (month/year): |  |
| Detailed description of the actual services provided by your company for this client: | |

# Reference 5

|  |  |
| --- | --- |
| Company Name: |  |
| Contact Name and Title: |  |
| Phone: |  |
| E-mail: |  |
| Address: |  |
| Value of Contract: |  |
| Company Size 1 (number of employees) |  |
| Industry/Market Sector (private, public, non-for profit). |  |
| Duration of the services (months):  Start date (month/year):  Completion date (month/year): |  |
| Detailed description of the actual services provided by your company for this client: | |

UNICEF reserves the right to contact each client reference provided by Proposer. It is Proposer’s responsibility to ensure that the contact details provided above are accurate and to ensure that your client will be responsive to **UNICEF’s written inquires**.

Please Note: Failure to include all the requested information may result in your submission being less favorable and/or disqualified. Please provide additional documentation if necessary.