

**SUPPLIER PROFILE FORM -  
CHECKLIST FOR DESIGN STUDIOS**

**NAME / TYPE  
OF COMPANY:**.....

**ADDRESS:**.....  
.....  
.....

**PHONE:**..... **MOBILE:**.....  
.....

**E:MAIL:**..... **HOME- PAGE:**.....

---

COMPANY, FIRST ESTABLISHED IN: .....

OWNER(S):.....SINCE:.....

BANK USED: .....  
BANK ACC.  
NO./CODE:.....  
TURNOVER -  
LAST 2 YEARS:.....

DIR./MANAGER:.....

PERSON RESPONSIBLE  
FOR CREATIVE WORK:.....

CONTACT PERSON(S)  
FOR CLIENT /ORGANISATION:.....

NO. Of FULL-TIME EMPLOYEES:.....APPROX. SIZE (SQM):.....

NORMAL WORKING HOURS:.....SHIFTWORK:.....

**MAIN EQUIPMENT:**

(Indicate name/type, year/age, max. size etc. and condition 10=best/1=worst)

.....  
.....  
.....  
.....  
.....

**SOFTWARE USED (Versions?):**

.....  
.....  
.....  
.....  
.....

**MAIN PRINTING COMPANIES USED (%?):**

.....  
.....  
.....

**CONTRACTS WITH?.....**

.....

**OTHER EQUIPMENT / SPECIALITIES:**

.....  
.....  
.....

**GENERAL INFORMATION:**

QUALITY CONTROL (QC)  
/ MEASUREMENTS USED?:.....

.....

.....  
NAME OF PERSON(S)  
IN CHARGE OF QC:.....

.....

MAIN WORKLOAD /  
MAIN CUSTOMERS:.....

.....

.....

.....

SUB-CONTRACTING?  
(State what and to whom):.....

.....

.....

CONTRACTS WITH?:.....

.....

ADDITIONAL SERVICES WHICH CAN BE PROVIDED?

.....

.....

