



Request for Reference

This company has applied for participation in the AWI Quality Certification Program (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 the right.

AWI Quality Certification Corporation
 46179 Westlake Drive, Suite 120
 Potomac Falls, VA 20165
 800.449.8811 Phone
 888.353.9957 Fax
 info@awiqcp.org Email
 www.awiqcp.org

Name of Company asking for a reference: _____

Approximate number of years you have done business with them: _____

Approximate number of projects you worked on with them: _____

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

	Outstanding 5	Fine 4	Good 3	Acceptable 2	Poor 1
I. Your assessment of the company's 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 a separate sheet for additional comments)

Name: _____ Date: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____ Fax: _____

Type of Firm: _____

Design Firm General Contractor Building Owner/User