

ANNEX B – BLANK VENDOR FORM

The following form was distributed to all the vendors shown in the Guide. Should any organisation wish to be entered into future versions, please complete the document and submit it. There is no charge for inclusion in the Guide.

Vendor Information

Vendor Name	Logo here
Contact (name), phone number, email.	
Address as a single line.	
Company Website.	
<u>Company Description</u>	
<p>Synoptic paragraph (or two) on the history of the company and its background, You might want to provide details on:</p> <ul style="list-style-type: none"> • When the company was founded, and its history. • Size (both in personnel and financials) in the UK and overall. • Focus of the organisation. • Any particular individuals / specialisations you are known for. <p>But basically it's up to you. We will be trying to keep the Vendor pages to a relatively uniform size so reserve the right to trim your 14 page opus down to a few paragraphs.</p>	
<u>Vendor Offerings</u>	
<p>What services and software you provide. Mention software by name only, there is a separate section to describe it in detail. Don't want price lists or short term offers, this information will be in the document for at least a year. Don't just mention the software, explain (briefly) what you do with it in terms the layman can understand.</p>	
<u>Sign off from organisation</u>	
<p>Who in the organisation is providing the information and should be contacted over any issues. Will also be the person responsible for all text and factual content.</p>	

Software Information

Some software is owned and only provided by certain vendors, but other applications are used by a number of people, so we are splitting out the software into a separate section.

Again, please only about a page of information on each bit of software and what it does, less is good, but make sure you give enough detail so that users of the Guide can compare like with like. We reserve the right to take competing descriptions of the same application and use the one that seems to suits our needs best, but will show in the Guide all the vendors that supply that software.