



## Reference form

To enable your referees to complete this reference form you will need to select the work categories you would like to be registered for. For each of the work categories you choose, two references will be required. To view a list of the work categories and to download more reference forms, please visit the [support section on our website](#).

Hints and tips on how to complete this form can be found overleaf

<b>Supplier name:</b>	
<b>Constructionline registration number:</b>	

<b>Category of work:</b> Please refer to the <a href="#">Constructionline work category list</a> on our website - then pick your selected category titles.	<b>Value:</b> The value of the contract/fee paid for works or materials supplied.	<b>Date contract completed:</b>
For example: Building (Design & Construct)	(£) Amount highest value refs available	Month/Year

<b>Did the supplier do the job well? (Yes/No)</b>	
<b>Will you consider using this supplier for future contracts? (Yes/No)</b>	

<b>Other comments:</b> (please use a separate sheet if necessary)

Constructionline may need to contact you briefly to verify the information above so please ensure you provide either a telephone number or email address in the box below.

<b>Reference completed by:</b>	
Your name:	Organisation:
Position in organisation:	
Signature:	Email address:
Phone number:	Date:

Once completed, log in to Constructionline and add/update the category within your profile dashboard.  
**Please Note:** Constructionline can no longer accept paper based or manually emailed forms.



## Hints and Tips: References

### Why are references important?

We collect and verify each and every reference you provide us when registering for our work categories. This gives our buyers confidence when searching for suppliers on Constructionline, knowing that you are competent in the work categories that you're listed for.

Also, Constructionline will use the value of work from a reference when carrying out the financial assessment of your profile (category value). Therefore, it is recommended that the references you provide are for high value contracts completed in the last three years.

### Your references will give buyers:

- Re-assurance that your previous customers would use you again.
- Peace of mind that you are competent in the areas that you wish to work.
- Confidence that you can cope with the value of contract.

### For new applications, we suggest:

Start small. Select just one category to begin with, and then you'll just need to provide two references to get up and running. Go to our [support section](#) on our website, where you can download more reference forms and view our full list of contractor, consultant and material supplier work categories. **Remember:** You can add further work categories to your profile at a later date.

- Don't forget to review your work categories on a regular basis.
- There may be other categories you can register for at no additional cost.
- You need to send two reference forms for each work category you select.

### We recommend that you collect references on a regular basis

It's worth getting into the habit of requesting a reference every time you complete a contract. When registering for our work categories, we require you to provide references dated within the past three years, so it's important to ensure that you keep a record of your most recent contracts.

- References are easier to obtain shortly after a contract has been completed, rather than months or years down the line.
- References can help you add more work categories to your Constructionline record. This means you'll appear in more buyers' searches - helping to increase your chances of winning more work.
- You may be able to increase your category level with higher value references and strong accounts.

### Get into the habit

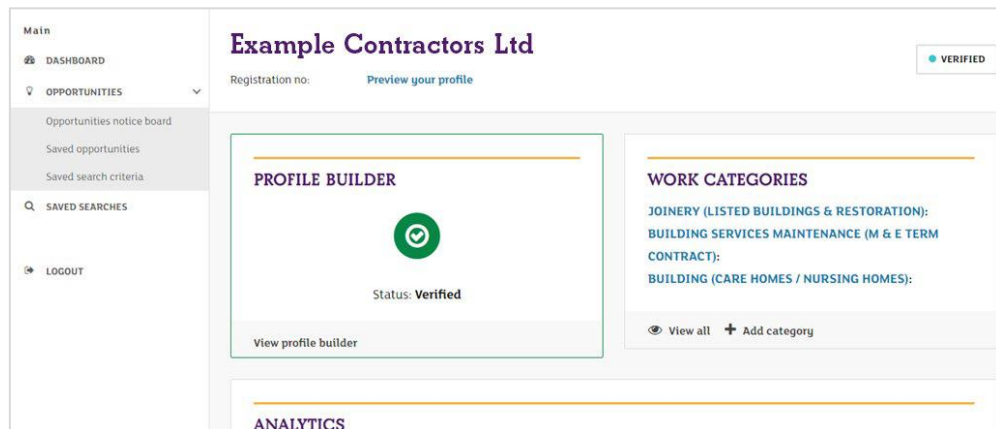
Obtaining references is simple - just give our one-page reference form to your client/site manager at the end of each job or email it to the buyer.



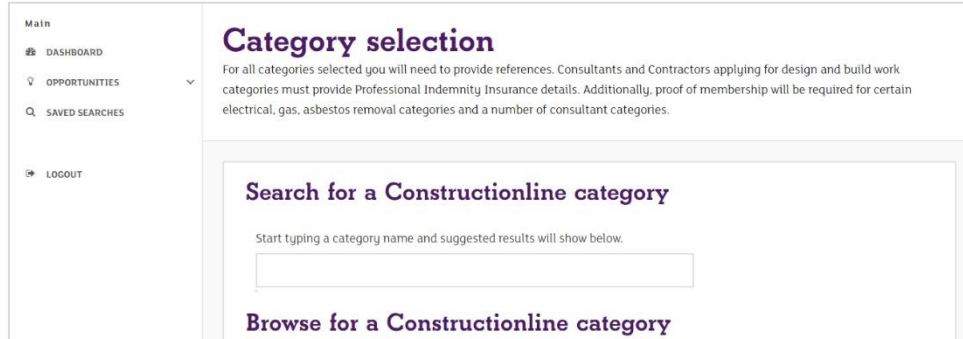
## Adding a work category to your profile

Just follow our simple step process below to add a new work category to your Constructionline profile.

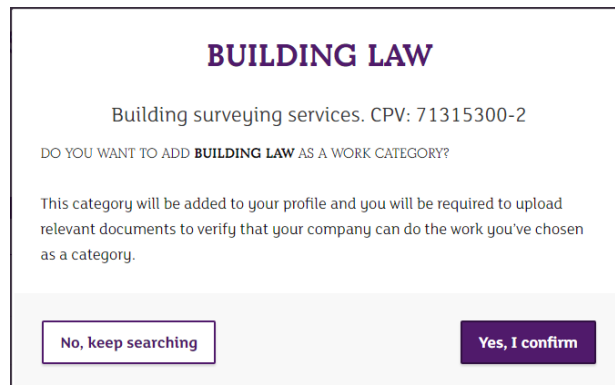
**Step 1** – Log in to your Constructionline profile and click the **Dashboard** option in the left panel. Then select **+ Add category**.



**Step 2** – Using the search functionality available, select the work category relevant to your business.




**Step 3** – Once you have selected the right work category for your business, select **Yes, I confirm**.





**Step 4** - You will then receive a message notifying you that this category has been added to your profile. It will also tell you which supporting documents are required to register for this work category. To upload the supporting references required, select **Provide documents now**.



**You have added Building surveying services. CPV: 71315300-2 to your profile**

You need to provide the following documents for this category, these will be checked and verified by Constructionline.

- Reference
- Member (Required)
- CHARTERED BUILDING COMPANY (Required)
- ROYAL INSTITUTION OF CHARTERED SURVEYORS (Required)
- CHARTERED INSTITUTE OF BUILDING (Required)
- INSTITUTION OF CIVIL ENGINEERING SURVEYORS (Required)

Once verified, your profile will be updated and you will be notified on your dashboard.

*If you are not ready to upload your documents now, you can go back to your dashboard and upload them at a later date.*

CloseProvide documents now

**Please note:** If you are not ready to upload your documents, you can go back to your dashboard and upload them at a later date.

## We're here to help

Should you require advice, please call our dedicated supplier helpline on **0333 3003066**.

Lines are open 9:00am to 5:00pm Monday to Friday.

Alternatively,

**Email** support@constructionline.co.uk

**Visit** www.constructionline.co.uk

**Post** PO Box 6441, Basingstoke, Hampshire, RG21 7FN