**<Insert Company Logo>**

COMPANY DETAILS

Company Name:

Trading Name

ABN ACN

Year Established

Legal Structure/Ownership Annual Turnover

Location(s)

Postal Address

Phone Number Fax Number

Email Website

**Primary Contact:**

Name

Position title

E mail address

Mobile Phone Telephone

 Capability Information

**Main Business Activities and Industries Served**

Preferred Business

Your Elevator Pitch

Key Words

**Products and Services**

Main Products and Services

Proprietary Product/Inventions/Processes/Patents

Your Firm’s Approach

**Equipment**

Facility

Equipment

**Specialised Capabilities**

Competitive Skills

Certifications Held

Export Capabilities

Software Used (Engeineering/Drafting/Other)

**Training & Skills**

**Capacity**

Capacity Levels

Preferred Maximum Value of Work per Job

Area of Operation or Supply

TRACK RECORD

**Major Clients**

**Leading Projects Completed**

Delivery performance and reliability

MANAGEMENT SYSTEMS

**Safety Management System**

**Environment Management System**

**Quality Management System**

**Risk Management Approach**

**Insurances**

**Other Work Management Systems**

CUSTOMER SERVICE & MARKET RESPONSE

**Relationships & Communication**

Responsiveness

**Continuous Improvement & Innovation**

WORKING WITH INDUSTRY & OTHERS

**Networks**

**Industry Association Membership**