Dear Customer,

for the preparation of the offer and for the planning and preparation of the audits, we need up-to-date information about your company.

Please support us in this, to ensure the certification process.

Therefore, we ask you to fill out the questionnaire and attach the requested evidence.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GENERAL INFORMATIONS** | | | | |
|  | | | | |
| business name | \_ | | | |
| registered office address | \_ | | | |
| zip code | \_ | city | \_ | |
| nation | \_ | | | |
| VAT number | \_ | | | |
| website | \_ | | | |
|  | | | | |
| company contact person  (name / surname) | \_ | | | |
| job role | \_ | | | |
| telephone | \_ | mobile phone | | \_ |
| email | \_ | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **SPECIFIC INFORMATION** | | | |
|  | | | |
| address of the site subject to certification | \_ | | |
| zip code | \_ | city | \_ |
| nation | \_ | | |
| number of employees | \_ | | |
| type of plant | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | compounder |  | masterbatcher |  | tank cleaning | |  | converter |  | recycler |  | transporter | |  | distributor |  | resin manufacter |  | warehousing | | | |
| association | \_ | | |
| tonnage of pellets handled in a year | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | 0 - 100 |  | 100 - 10.000 |  | 25.000 - 50.000 |  | 100.000 - 250.000 | |  | 100 - 1.000 |  | 10.000 - 25.000 |  | 50.000 - 100.000 |  | > 250.000 | | | |

|  |  |  |
| --- | --- | --- |
| **CERTIFICATIONS POSSESSED** | | |
|  | | |
| standard | certification body | expiration date |
| \_ | \_ | \_ |
| \_ | \_ | \_ |
| \_ | \_ | \_ |
| \_ | \_ | \_ |

|  |
| --- |
| **ACTIVITY DESCRIPTION** |
|  |
| \_ |

|  |
| --- |
| **FURTHER INFORMATION** |
|  |
| \_ |

|  |
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| **DOCUMENTS TO BE SENT FOR THE PREPARATION OF THE OFFER** |
|  |
| * chamber of commerce certificate * organization chart |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| \_ |  | \_ |  | \_ |
| date |  | name and surname |  | signature |