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Our Ref: RJD/QA

Fire and Security Consultancy Ltd  
3 Meresborough Road  
Gillingham  
Kent  
ME8 8PP

Dear Sir/Madam,

5<sup>th</sup> March 2015

**Re: The Will Adam Centre**

We wish to express our thanks for the excellent service you provided recently when you carried out works at the above location for our Project Manager Jon Shepherd.

I have included his report for your perusal as it is our policy to inform sub-contractors if their performance is exceptional or otherwise.

Once again many thanks and we look forward to working with you again in the very near future.

Yours faithfully,



Natalie Fowler  
Sub-Contract Dept.

RECEIVED

**50** years

1964 to 2014



# WALKER

## SUB-CONTRACTOR PERFORMANCE RECORD

**Jon Shepherd**

To enable us to provide you with good subcontractors we need feedback on their performance on site. Completing this form will help us to do this.

Project name	The Will Adam Centre
Job number	130002
Sub-contract order no	SC15236
Sub-contractor's name	Fire & Security Consultancy Ltd
Services supplied	Fire Detection System

Were the services supplied:-

- a) Completed on time
- b) Up to the expected standard

YES / NO  
YES / NO

Please rate, on a scale of 1 - 5, the sub-contractors performance in the following areas (1 = unacceptable, 2 = poor, 3 = adequate, 4 = good, 5 = excellent)

	Score
a) General competency (know-how, training & experience)	5
b) Co-operation & co-ordination (easy to work with?)	5
c) Health & safety awareness & performance	5
d) Environmental awareness & performance	5
e) Consideration of others	5

Finally, would you use them again

YES / NO

Comments:-	
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Signed .....  
Please return this form to the Sub-contract Dept.

date 17.2.15.....

Action by sub-contract buyer

- Exceptional - refer to MRM    
  Acceptable - file    
  Unacceptable - refer to MRM

Outcome of MRM referral	
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