

**VENDOR QUESTIONNAIRE**

1. How long has your company been in business? \_\_\_\_\_

2. How long have you done business with BIGCO? \_\_\_\_\_

3. Approximately what percentage of your total business does BIGCO represent? \_\_\_\_\_

4. How many employees do you have in your organization? \_\_\_\_\_

a. Are there any former BIGCO employees?

\_\_\_\_\_

5. Which of your company's personnel is responsible for soliciting business from us?

\_\_\_\_\_

\_\_\_\_\_

6. Who do you contact in our company? \_\_\_\_\_

7. In the course of doing business with us, have you encountered any difficulties? If so, what could our company have done differently to assist with/rectify the problem(s)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Have you submitted any bids to our company? \_\_\_\_\_ May we have a copy? \_\_\_\_\_

9. Are you aware of BIGCO's Standards of Business Conduct Policy? \_\_\_\_\_

10. Does your company own or rent any of the following:

a. hunting camp \_\_\_\_\_

b. fishing camp \_\_\_\_\_

c. recreation retreat \_\_\_\_\_

d. motor home \_\_\_\_\_

e. airplane \_\_\_\_\_

f. golf course membership \_\_\_\_\_

g. tennis club \_\_\_\_\_

h. pleasure boat \_\_\_\_\_

Is there a guest log? \_\_\_\_\_ May we see it? \_\_\_\_\_

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Which BIGCO employees have utilized these items? How often? Over what period of time?

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11. Does your company sponsor:

- a) golf outings \_\_\_\_\_
- b) fishing trips \_\_\_\_\_
- c) picnics \_\_\_\_\_
- d) Christmas parties \_\_\_\_\_
- e) other events \_\_\_\_\_

12. Does your company provide annual or periodic gifts? \_\_\_\_\_ What value? \_\_\_\_\_

13. To whom? \_\_\_\_\_

14. Does your company provide any other gratuities to our employees? \_\_\_\_\_

15. Who? \_\_\_\_\_

16. Does your company make any payments to our employees? \_\_\_\_\_

17. Who? \_\_\_\_\_

18. Does your company make any payments to any relatives of our employees? \_\_\_\_\_

19. Who? \_\_\_\_\_

20. Does your company make any payments to companies that our employees have an interest?

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21. Who? \_\_\_\_\_