



<b>Pre Visit Check</b>										
Communications prior to visit	1	2	3	4	5	6	7	8	9	10
Map / Directions to premises provided	yes	no								
Map on their website?	yes	no								
Plant list available on arrival?	yes	no								
On the phone help to find	1	2	3	4	5	6	7	8	9	10
<b>On Arrival</b>										
Outside 'look' of manufacturing premises	1	2	3	4	5	6	7	8	9	10
Clear Signage	yes	no								
Car parking	1	2	3	4	5	6	7	8	9	10
Reception area	1	2	3	4	5	6	7	8	9	10
Greeting by the person was visit organised with?	yes	no								
<b>General</b>										
Drinks offered upon arrival	yes	no								
Office look - general appearance	70's!	80's	90's	2000	2010	2020+				
Toilet facilities	1	2	3	4	5	6	7	8	9	10
General press hall conditions	1	2	3	4	5	6	7	8	9	10
<b>Equipment</b>										
Pre Press / Press Equipment	Apprx age	Cleanliness around press			Sound boxes		Machinery maintenance hours / week			
1)										
2)										
3)										
4)										
5)										
6)										
7)										
8)										
H&S - eg. trip hazards / guards	1	2	3	4	5	6	7	8	9	10
Evidence of QC being used / enforced										
<b>Differentiation</b>										
Do they have a specialisms or a USPs ?										
Can they do things in line that are not commonly available?										
Digital and variable data?										
<b>Customer Facilities</b>										
Good / useful press minders interaction	1	2	3	4	5	6	7	8	9	10
First impression of staff	1	2	3	4	5	6	7	8	9	10
<b>Customer Facilities</b>										
Reception room for press passes	yes	no								
TV / Games	yes	no								
Would you take a customer for a Press Pass	yes	no								
<b>Work Profile</b>										
Samples of work										
Any 'big brand' work?										
Claim to fame' job										
Certifications - eg ISO 9001?										
Do they have a passion for what they do?	1	2	3	4	5	6	7	8	9	10
<b>General Comments</b>										
<b>Overall Score and Impression</b>										
Can we work with them?										