

Notes on completing the referee spreadsheet:



Each questionnaire is personalised to the recipient. Please ensure that these three columns are completed.

	A	B	C	D	E
1	REFEREE TITLE (MR, MR	REFEREE FIRST NAME	REFEREE SURNAME	REFEREE JOB TITLE	REFEREE COMPANY N
2	Compulsory field - please fill in the spreadsheet from row A3 across - when completed, delete Row 2 (this row) and send the completed spreadsheet to editorial@legal500.com	Compulsory field	Compulsory field		Compulsory field
3	Mr	Mike	Barron	Asst General Counsel	MajorDrugs Co
4	Mr	Frank	Powell	General Counsel	HugeBank Corporation
5	Mr	Frank	Powell	General Counsel	HugeBank Corporation
6	Miss	Jo	Strombel	Assistant General Co	NationalSupermarket
7	Mr	Jeff	Novak	Chief Executive Office	BigManufacturing Co
8	Dr	Anton	Zoref	Head of Legal	Tech Co
9	Mr	Ali Ben	Yussouf		Tech Co
10	Ms	Jamie	Lamb	General Counsel	LBS Ltd
11	Mrs	Don	Lockwood	Head of Legal	Outlet Malls Ltd

Please use the practice areas provided in the drop down box. Do not amend practice areas or include more than one practice area in the same box. If you would like referees to be contacted for more than one practice area, please list them on separate lines.

Please note that there are separate spreadsheets for the Canada guide. Please use the correct spreadsheet, as the country column contains the correct drop-down options.

	H	I	J	K	L	M	N	O	P
1	REFEREE ADDRESS - LINE	REFEREE ADDRESS - POST/ZIP CODE	REFEREE ADDRESS - COUNTRY	REFEREE EMAIL ADDRESS	REFEREE TEL NUMBER	LEGAL 500 PRACTICE AREA	LAW FIRM NAME	COUNTRY	REFEREE CATEGORY
2				Compulsory field		Compulsory field - please only use practice area headings from the drop down menu.	Compulsory field	Compulsory field - this needs to be filled in for each referee using the drop down menu	Compulsory field - this needs to be filled in for each referee using the drop-down menu
3	25 London Road, Guildford	GU1 1AA	United Kingdom	mike.barron@majordrugs.co.uk	01483 700 0000	Capital markets	Jones Windsor LLP	Canada	Client
4	Willis St		Canada	fpowell@hugebank.com	020 7555 5555	Capital markets	Jones Windsor LLP	Canada	Client
5	Willis St		Canada	fpowell@hugebank.com	020 7555 5555	Capital markets	Jones Windsor LLP	Canada	Client
6	85 McClane Rd		Canada	strombel_j@nsupermkt.com	0121 123 4567	Capital markets	Jones Windsor LLP	Canada	Referee
7			Canada	jnovak@bmco.com		Competition and antitrust	Jones Windsor LLP	Canada	Counsel
8	Tech Drive	CA 90045	United States	zoref@techco.com	415 555 0090	Energy: mining	Jones Windsor LLP	Canada	Counsel
9	Tech Drive	CA 90045	United States	aby@techco.com	415 555 0090	Energy: oil and gas	Jones Windsor LLP	Canada	Counsel
10			Canada	jamie.lamb@lbs.com		Energy: power	Jones Windsor LLP	Canada	Counsel
11	Friedrichstrasse	5555 Berlin	Germany	dl1345@om.de		Projects	Jones Windsor LLP	Canada	Counsel
12			Canada	jf@acuk.com		Real estate	Jones Windsor LLP	Canada	Counsel

Our primary source of contact with referees is via email. Without an email address we cannot contact referees.

Please ensure you insert only one email per referee, per line. Do NOT include multiple emails in one line, as this can result in referees not being contacted.

Please put the name of the law firm in question here.

We send two types of questionnaire, depending on whether the referee is an instructing solicitor or other. If we do not contact referees with the right questionnaire, this has a direct effect on the feedback your referee will provide.