

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	REFEREEE FIRST NAME	REFEREEE SURNAM	REFEREEE JOB TITLE	REFEREEE COMPANY NAM
	Compulsory field - please fill in the spreadsheet from row A3 across - when completed, delete Row 2 (this row)				
2		Compulsory field	Compulsory field		Compulsory field
3	Ms	Sarah	Guillemot	General Counsel	CleverEnergy Co
4	Mr	Gael	Blond	General Counsel	BigElectronics Inc
5	Mr	Francois	Perrel	Head of Legal	FabFund LP
6	Mr	James	Vaughan	Legal Director - Euro	HugeGlobalBank Corporatio
7	Dr	Natalie	Milieux	General Counsel	PromisingBiotech Co
8	Mr	Georges	De Coud	General Counsel	SnazzyMerchandise
9	Prof	Etienne	Henri	Head of Legal	Giant Automotive
10	Prof	Etienne	Henri	Head of Legal	Giant Automotive

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 each country. 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/ZIPCODE	REFEREE ADDRESS - COUNTRY	REFEREE EMAIL ADDRESS	REFEREE TEL NUMBER	LEGAL 500 PRACTICE AREA	LAW FIRM NAME	COUNTRY	REFEREE CATEGOR
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 client reference as "France" using the drop down menu	Compulsory field - this needs to be filled in for each referee using the drop down menu
3				sguillemot@clevergy.com		Project finance and energy: Ene	Givet Martel	France	Client
4	1400 Avenue de Republique	Paris 75003	France	g.blond@bigelectronic.com	33 1 1010 1100	Mergers and acquisitions	Givet Martel	France	Client
5				francois@fabfund.com	33 494 5577 2003	Private equity: Fund formation	Givet Martel	France	Counsel
6	London	EC2 5JX	United Kingdom	jwvaughan@hgbank.com	44 207 350 5000	Banking and finance	Givet Martel	France	Counsel
7		Paris 75016	France	natalie@promisingbiotech.fr	33 326 1418 5310	Capital markets	Givet Martel	France	Client
8				decoud@snazzy.com		Dispute resolution Commercial I	Givet Martel	France	Referrer
9				ehenri@giant.automotive.fr	33 1 1789 4045	Tax	Givet Martel	France	Client
10				ehenri@giant.automotive.fr	33 1 1789 4045	Dispute resolution International	Givet Martel	France	Client

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.