Info Sheet – Company Profile Checklist

Use this checklist to assist you when creating your company profile.

Welcome

* Short welcoming statement
* Introduction
* Key benefits provided
* High level description of marketplace, products and services
* Mission Statement
* Guarantees

Detailed products and services

* Overview of marketplace
* Product and services descriptions
* Pictures and images

How we work with you

* Project management system description
* Key contacts
* Communication channels
* Query forms
* Courtesy policy
* Our commitment to you
* Your commitment to us
* Conflict resolution system
* Legal and financial compliance statements
* Performance review system

Team profiles

* Contact details
* Company structure
* Introduce the team
* Points of culture

Testimonials

* Brief best testimonials
* Separate more detailed testimonials