**Business Name**

Street Address

Town, City

Post Code

Telephone:

Mobile:

Email:

Website:

Business’ social media account addresses (optional)

**Company Experience**

Give a summary of your SME, previous projects you have completed, name your previous clients (particularly in the public sector). If you have never worked for the public sector, describe your SME’s aims and what you would like to do in public sector contracting – if you would like to be invited for Quick Quotes, name which business areas you could offer your services in, for example.

Describe any certifications you have, training you have completed, and training you have completed with the Supplier Development Programme. Name awards your business has won or accomplishments you have been publicly recognised for, including dates.

**Areas of Expertise**

Give a summary of your specialist experience. Include names and titles of all employees, and their areas of expertise. Talk about community benefits you can offer, apprentices you have, trainee and employment opportunities, if you pay the Real Living Wage, your health and safety policies, insurance policies, annual turnover – basically, all the additional information (in brief) that you would include on a tender. This can be done by bullet point and/or by writing a summary. (You don’t have to re-create content necessarily – check what you say on PCS and use that as a starting point!)

**Areas of Expertise**

Give a summary of your business and conclude with your website, email addresses and phone numbers. This entire A4 marketing summary should not exceed two sides of paper and should ideally be printed in colour instead of black and white, especially if you insert photo examples of your business’ work and colour logos. It is your business pitch to the Buyers attending Meet the Buyer and Meet the Buyer North 2019 – bang your drum! Before you attend, look at the Exhibitor list and decide how many copies of this document you need to print – and don’t forget your business cards, too!