

SUPPLIER CHECKIST

No.	<u>Engagement costing</u>	Staff answer
1)	Did I contact local suppliers in the country, including i) 5 lawyers ii) 5 accountants and iii) 5 small local boutique consultants (just like Healy Consultants)?	
2)	Did my manager approve my excel spreadsheet of cost comparisons from 5 different suppliers?	
3)	What % discount did Client give Healy Consultants?	
	<u>Supplier selection</u>	
4)	Does my preferred supplier timely answer my email requests?	
5)	Is my preferred supplier consistently available on the phone when I call?	
6)	What is your specific supplier staff name and cell phone number?	
7)	Over the coming months, is your specific supplier due to go on extended leave?	
8)	What is the name and cell phone number of the backup staff of your specific supplier?	
9)	Did I speak at least once on phone or through skype with my preferred supplier?	


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10)	Does my preferred supplier give accurate and complete answers to my emails requests?	
11)	Does my preferred supplier provide complete engagement costs?	
12)	Is my preferred supplier experienced in engineering the specific corporate structure I want?	
13)	Is the supplier senior partner involved in the engagement?	
14)	Does my preferred supplier provide all services including bank account, nominee, accounting and tax?	
15)	Do I have a quality back up supplier ready to go, if my preferred supplier does a poor job?	
16)	Did the supplier follow us on our blog?	
17)	Is the supplier a lawyer or accountant?	
	<u>Supplier due diligence</u>	
18)	Was my preferred supplier transparent and open to my due diligence request from Healy Consultants?	
19)	Did I receive at least a i) copy of passport ii) recent proof of address iii) certificate of incorporation and ii) the latest annual return from my supplier?	

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20)	Will your specific supplier contact receive cell phone calls over their weekend (relevant for Middle East)	
21)	Did I receive evidence that my preferred supplier has a license to conduct his business?	
22)	My supplier is regulated by what Government body?	
23)	Did Cai Xin do a due diligence Google review of my preferred supplier?	
24)	Complete the attached and answer each question re social media linx from supplier	 supplier email template.msg
	<u>Signature of the exclusive service agreement</u>	
25)	Did the supplier complete and sign each page of the service agreement and its Appendixes?	
26)	Did supplier review our country webpage and provide feedback as to how we improve that page?	
27)	Did the supplier follow us on Facebook?	
28)	Did I the IT Department add a reciprocal link to supplier business web site?	
29)	Did Xin review and approve the service agreement?	

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30)	Did my supplier sign off the detailed project plan?	
31)	Did I request multiple suppliers to sign off the detailed project plan? (for complex engagements only)	
32)	Did the supplier confirm we can pay i) 100% after the engagement is complete or ii) 50% before and 50% after completion of engagement?	

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