

The John M.S. Lecky UBC Boathouse is committed to providing a transparent process by which the preferred vendor list is built. While we cap each category in terms of number of vendors, this is only to ensure that the best within each price range and service offering is given to clients. As the list is reviewed in November of each year and new references are sought from that year’s clients, the list accurately represents companies that have and are providing the highest level of customer satisfaction in all areas of their operation. It is important that this list is built by clients for clients, and as such, we check all references provided for information on the entire vendor experience that they received from your company. Only companies that receive the highest level of reviews are considered for the Preferred Vendor Program. Following a successful reference process, company representatives are invited to the UBC Boathouse to meet with our team and talk about philosophy, values and expectations of preferred vendors. Should all of these discussions yield favourable results for both the UBC Boathouse and your company, a contract is drawn up outlining the partnership agreement.

To be considered for the Preferred Vendor Program, applications are accepted in October of each year for consideration for the following year. Please complete this form and return it by email to info.ubcboathouse@ubc.ca.

Company Information

Company Name	
Address	
Phone Number	
Main Products/ Services Offered	
Business Philosophy & Values	
How long has this company been in business?	
Owner's Name	
How long has this owner owned this business?	
Best contact number	





Application Details

References

As customer reviews are the single most important reflection of who we are as businesses, they are the source by which we consider all applicants to the Preferred Vendor Program. Catering companies are required to provide a minimum of 6 references, and all other companies are required to provide a minimum of 3 references.

Note all references must be from clients that your company served at the UBC Boathouse under your current ownership. For each reference, please include the client's names, contact details, and their event date. Please ensure that the clients you list have agreed to be contacted as a reference for your company.

"WE SEE OUR CUSTOMERS AS
 INVITED GUESTS TO A PARTY.
 AND WE ARE THE HOSTS.
 IT'S OUR JOB EVERY DAY TO MAKE
 EVERY IMPORTANT ASPECT OF THE
 CUSTOMER EXPERIENCE
 A LITTLE BIT BETTER."
 -JEFF BEZOS

1	Name	
	Phone Number	
	Event Date	
2	Name	
	Phone Number	
	Event Date	
3	Name	
	Phone Number	
	Event Date	
4*	Name	
	Phone Number	
	Event Date	
5*	Name	
	Phone Number	
	Event Date	
6*	Name	
	Phone Number	
	Event Date	

**Caterers only*

