

Details of the tenderer	
Company Name	
Details of Company Representative	
- Name: - Designation: - Mobile: - Telephone: - Email:	
Project Data	
Reference letter number	
Project Description	
Project Scopes of Work	
Project Start Date	
Project End Date	
Project value	
Client	
Client's contact details	
Detailed content of work	
Pictures (Please provide original pictures from site / rendered images shall not be accepted)	

Note:

- **Project data sheet shall be completed and attached with each reference letter/completion document. STO reserves the right to reject letters/completion documents that do not accompany the project data sheet.**
- **STO reserves the right to contact the clients and referees to verify the information provided in this data sheet and reference letters.**