Project Title:	Date:		
	Project No.:		
Procedures Audited: MAIN PROCESS **Preparation of Consultancy Offer (M1)**	YES	YES BUT	NO
1. Are all verbal or written enquiry referred to the Managing Director or in his absence to the appropriate Directors in the office? 2. Are all enquiry being registered using the "Project Enquiry Document" form? 3. Before submitting either as expression of interest or an actual bid, is there a 'Checklist' being used to ensure that the recipient is a satisfactory prospective clients? 4. Is there any record of follow-up for all subsequent updates to the information recorded?			
Comments: Auditor Signature: Date:			