



Customer Service Award Application

This award recognizes exceptional performance in providing services (wholesale and retail trade, purchasing and distribution, transportation, brokering, professional services, communications, financial).

*Applicants are judged using a points system. Please keep information clear and complete, avoid the use of abbreviations and jargon. Judging will be focused only on information provided in the application. The judges consist of individuals who may not be familiar with your business.

***Unanswered questions are awarded zero points; please ensure you have answered all the questions**

Please Note: Should your business become a finalist for a Samuel McLeod Business Award, some of the details contained in your application may be used in promotions for both your business and the awards.

Name:	<input type="text"/>	Contact Name:	<input type="text"/>
Address	<input type="text"/>	Phone Number	<input type="text"/>
City	<input type="text"/>	Work:	<input type="text"/>
Province	<input type="text"/>	Home:	<input type="text"/>
Postal Code	<input type="text"/>		
E-mail	<input type="text"/>		

This information is will be used for promotion of your company, if you should become a Recipient.

Business Sector:

<input type="radio"/> Retail	<input type="radio"/> Wholesale	<input type="radio"/> Consulting	<input type="radio"/> Import/Export
<input type="radio"/> Manufacturing	<input type="radio"/> Technical	<input type="radio"/> Services	<input type="radio"/> Training
<input type="radio"/> Other	<input type="text"/>		

Date of establishment

Number of employees

<input type="radio"/> 1-2	<input type="radio"/> 3-5	<input type="radio"/> 6-10	<input type="radio"/> 11-15	<input type="radio"/> 16-20	<input type="radio"/> 21-25
<input type="radio"/> 26-50	<input type="radio"/> 51-75	<input type="radio"/> 76-100	<input type="radio"/> 101-200	<input type="radio"/> 200+	

1. Business Description:

*Note: This will be given as background information to the judging committee and will be used in promotional pieces should the applicant become a finalist. **Must be completed for our application to be reviewed further.***

2. What is the business safety plan? 5 MARKS

Note: This question asks for details about what you do to insure safety in the workplace or event site. As a signatory to the Saskatchewan Safety Charter, the Chamber promotes safety both in the workplace and the local community. For more information on safety plans, please check out <http://www.worksafesask.ca/>

3. Please explain why your business is a strong candidate for this award and what sets you apart from the competition, include any unique features or accomplishments. 10 MARKS

4. What goals or strategies have you created in order to help you achieve success in your work or business?**20 MARKS**

5. Give an example of how you have utilized creativity or innovation to set your customer service apart from the competition.**15 MARKS**

6. Tell us about what steps you take to create a positive work environment. This includes strategies aimed at recognizing success, investing in employees, and ensuring open communication. **10 MARKS**

7. How is your commitment to quality customer service incorporated into your business strategy? **10 MARKS**

8. What does the business do to monitor and improve the quality of service offered? **20 MARKS**

9. Describe the most difficult challenge your company has encountered and the strategies used to overcome this challenge. 10 MARKS

10. Please use this space to detail any information you feel is important, or would support your application, that is not already captured in the questions above.

The Prince Albert & District Chamber of Commerce administration office guarantees that any information you may provide will remain confidential.

*** Unless otherwise stated, all information will be destroyed after being used solely for the purpose of consideration for the Samuel McLeod Business Awards. If you would like your application returned please send a pre-paid envelope/package with your application.**

By checking 'I agree', I acknowledge that I have read and understood the criteria and application requirements of the Samuel McLeod application and hereby consent to have my application form(s) considered for a Samuel McLeod Prince Albert Business Award. I also acknowledge that the general & Background info provided will be used to promote and recognize the business for the purpose of the Samuel McLeod Business awards and throughout the following year.

I agree

Before you submit your application ensure you have included the following information (**any missing information will result in your application being denied**):

- Application is complete.
- Must include 3 documents to support your application. such as letters of articles or company reports, external performance reports, employee support, references, etc. (attach separate documents to e-mail) Please list all attachments below.
- Your business logo (vector format)
- Photos (5 to 7) – Professional photos are strongly encouraged as they are used to showcase your business in the video vignettes, should you be selected as a finalist.

Other documents to be sent are:

- 1.
- 2.
- 3.

Please [click here](#) to submit your file