Notes on completing the referee spreadsheet:

Each questionnaire is personalised to the recipient. Please ensure that these three columns are completed.

	A	B	C	D	E
1	REFEREE TITLE (MR, MR	REFEREE FIRST NAME	REFEREE SURNAM	REFEREE JOB TITLE	REFEREE COMPANY NAI
2	Compulsory field - please fill in the spreadsheet from row A3 across - when completed, delete Row 2 (this row) and send the completed spreadsheet to editorial@legal500.com	Compulsory field	Compulsory field		Compulsory field
3	Mr	Mike	Barron	Asst General Counse	MajorDrugs Co
4	Mr	Frank	Powell	General Counsel	HugeBank Corporation
5	Mr	Frank	Powell	General Counsel	HugeBank Corporation
6	Miss	Jo	Strombel	Assistant General Co	NationalSupermarket
7	Mr	Jeff	Novak	Chief Executive Office	BigManufacturing Co
8	Dr	Anton	Zoref	Head of Legal	Tech Co
9	Mr	Ali Ben	Yussouf		Tech Co
10	Ms	Jamie	Lamb	General Counsel	LBS Ltd

Please use the practice areas provided in the drop down box. Do not amend practice areas or include more than one practice area in the same box. If you would like referees to be contacted for more than one practice area, please list them on separate lines.

Please note that there are separate spreadsheets for each business practice area. Please use the correct spreadsheet, as the country column contains the correct drop-down options.

	H	I	J	K	L	M	N	O	P
1	REFEREE ADDRESS - LINE 1	REFEREE ADDRESS - POST/ZIPCOI	REFEREE ADDRESS - COUNTF	REFEREE EMAIL ADDRESS	REFEREE TEL NUMBEF	LEGAL 500 PRACTICE AREA	LAW FIRM NAME	COUNTRY	REFEREE CATEG
2				Compulsory field		Compulsory field - please only use practice area headings from the drop down menu.	Compulsory field	Compulsory field - this needs to be filled in for each client reference as "United States" using the drop down menu	Compulsory field - needs to be filled i each referee using drop-down menu
3	93 East 21st Street, Brooklyn	NY, 11226	United States	mike.barron@majordrugs.com	718 700 0032	Corporate governance	Latham & Watkins	United States	Client
4	Willis St, New York	NY, 10281	United States	fpowell@hugebank.com	212 755 5555	Corporate governance	Latham & Watkins	United States	Client
5	Willis St, New York	NY, 10282	United States	fpowell@hugebank.com	212 755 5555	M&A: middle-market ($500m-99	Latham & Watkins	United States	Client
6	85 McClane Rd		United Kingdom	strombel_j@nsupermkt.com	0121 123 4567	M&A: middle-market ($500m-99	Latham & Watkins	United States	Referrer
7			United States	novak@bmco.com		Private equity buyouts	Latham & Watkins	United States	Counsel
8	Tech Drive	CA 90045	United States	zoref@techco.com	415 555 0090	Corporate governance	Latham & Watkins	United States	Counsel
9	Tech Drive	CA 90045	United States	aby@techco.com	415 555 0090	Private equity buyouts	Latham & Watkins	United States	Counsel
10			United States	jamie.lamb@lbs.com		Venture capital and emerging co	Latham & Watkins	United States	Counsel

Our primary source of contact with referees is via email. Without an email address we cannot contact referees.

Please ensure you insert only one email per referee, per line. Do NOT include multiple emails in one line, as this can result in referees not being contacted.

Please put the name of the law firm in question here.

We send three types of questionnaire, depending on whether the referee is a client, an instructing solicitor or other. If we do not contact referees with the right questionnaire, this has a direct effect on the feedback your referee will provide.