

## Product of the Year 2019

The Product of the Year is open to all manufacturers and suppliers who have produced new products in the last 12-18 months

Please note your document should be **no more than 10 pages** (5 double sided sheets) and 1000 words in total (including your 250 word summary). If you wish, you may include an appendix of 4 further pages of visuals or photos that you think may be relevant to your entry. **3 Copies of all material must be submitted.**

Heading	Details required
1. Summary	In no more than 250 words summarize why your firm deserves to win this award in 2019 - and why your product stands out from the rest.
2. Design Features	Describe innovative design features and functions of this product and highlight the solutions or benefits it provides to the building and design sector
3. Client feedback	What have users of your product said about it? Include examples.
4. Time and Cost it may save	Outline if this product will save the client money or time on projects.
5. Benefits and features	Highlight the main benefits and features of this product and the key selling points

### Essential tips for a successful entry

- A successful application must address all of the points above. Marks will be allocated only on the evidence provided.
- Use the above headings shown to highlight your answers to those specific questions. DO NOT include company marketing brochures in your entry.
- Include information on your exceptional successes during the year such as business systems, innovations or techniques that have reaped significant benefits. Concentrate on facts that can be substantiated
- You can use bullet points, charts and product photographs of your team/employees in your submission. 4 extra pages (in addition to the original 10 pages) of charts and photographs, which are particularly important for the judges to be able to see your projects or innovations, can be included.
- Don't underestimate the presentation! – the better impression you make with the judges could improve your chances in a tight race. Please remember that **ONLY THE FIRST 10 PAGES** of core information (and the 4 pages of visuals/photographs of supporting material that you may have provided as an appendix) of your submission will be assessed.

# Product of the Year 2019

## Application (please complete in block capitals)

Contact Name		
Job Title		
Company Name		
Address		
Telephone		email
Tax Registration Number		
NB This form must be signed by a Director, Chairman or Chief Executive of your organisation		
Date		
Signed		
Name in caps		
Job Title		

### Client References

Please fill in details of at least one client we can contact in relation this product innovation

User Reference 1	
Company Name	
Contact Name	
Phone Number	

User Reference 2	
Company Name	
Contact Name	
Phone Number	

### Checklist

- Have you filled in your contact details on the entry form?
- Have you filled out the relevant form and/or provided evidence (photographic or other) where appropriate?
- Have you provided three unbound copies of all entry material including the completed entry form?