

This document gives us a good background on who you are and what you do. See this as a good item to advertise your company (i.e., positive aspects; good for putting in with your bid for contracts). Following is an example:

ABC TRUCKING LTD.

ABC Trucking Ltd. was founded in the fall of 1979 and incorporated on May 7, 1990.

ABC Trucking is based out of Calgary and is managed by the company's current President/CEO Joe Smith.

The company has been contracted out mainly to the City of Calgary and its various departments that involve hauling sand, gravel, asphalt, mud, loam and various commodities as required. It has maintained continuous seniority status with the City of Calgary since its inception.

We operate 2 tractors, 3 end dump trailers and 3 pup trailers. Our office is located at 123 Any Street where we have a small maintenance shop and office. We operate solely as a Small Employer with five full-time employees and two part-time employees.

Please make sure that your Company Biography contains the following information:

- Name of company
- Date of inception/incorporation
- Name of the owner(s)/president/CEO
- Type of work the company is involved in
- Type of equipment that your company uses
- A description of your office location
- The number of people employed
- Any other information that you think would be helpful

