

Vendor Evaluation Form - Annual Vendor Review

The **vendor evaluation form sample** is designed to streamline the annual vendor review process by providing a clear and comprehensive framework for assessing supplier performance. This form helps businesses ensure consistent quality, timely delivery, and competitive pricing from their vendors. Utilizing this tool facilitates informed decision-making and strengthens vendor relationships.

General Information

Vendor Name		Contact Person	
Product/Service Provided		Review Period	
Date of Review		Reviewer Name	

Evaluation Criteria

Criteria	Weight	Score (1-5)	Comments
Quality of Goods/Services	30%		
Timeliness of Delivery	20%		
Customer Service	15%		
Accuracy of Documentation & Invoicing	10%		
Pricing & Cost-Effectiveness	15%		
Compliance with Terms & Conditions	10%		

Scoring Guide: 1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Excellent

Overall Comments and Recommendations

Reviewer's Signature

Name:	Date:

This form is intended for internal use only as part of the annual vendor review process.