

Vendor Inquiry Request Form

Use this **vendor inquiry request form** sample for procurement to streamline communication with potential suppliers. It ensures all necessary details are collected efficiently, facilitating better decision-making. This form helps maintain organized records for vendor evaluation and selection.

Vendor Company Name:

Contact Person:

Email Address:

Phone Number:

Business Address:

Products/Services Offered:

Describe the products or services you offer

Company Profile/Brochure (if any):

Choose File No file selected

Reference Clients (if any):

Inquiry Details / Specific Questions:

Please specify your inquiry or request for information

Date:

Note: Please fill in all required fields to ensure a prompt response to your inquiry. Attach supporting documents, if necessary.

Submit Inquiry