

# Vendor Evaluation Form Sample

Using a **vendor evaluation form sample** helps small businesses systematically assess supplier performance, ensuring quality and reliability. This tool streamlines the decision-making process by capturing key criteria such as cost, delivery, and service. Implementing an effective evaluation form promotes better vendor relationships and optimizes procurement strategies.

## Vendor Information

Vendor Name:	
Contact Person:	
Products/Services Provided:	
Evaluation Date:	

## Evaluation Criteria

Criteria	Description	Rating (1-5)	Comments
Quality	Consistent product/service quality as per requirements		
Cost	Competitive pricing, cost-effectiveness		
Delivery	On-time delivery, accuracy of orders		
Service	Responsiveness, after-sales service		
Compliance	Adherence to agreements, terms, and regulations		
Flexibility	Willingness to accommodate business needs/changes		

## Summary & Recommendations

Overall Score (Average):	
Strengths:	
Areas for Improvement:	
Recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Conditional Approval <input type="checkbox"/> Not Approved

## Evaluator Information

Name:	
Position:	
Signature:	
Date:	