

Vendor Inquiry Form (Manufacturing Vendors)

Use this **vendor inquiry form** sample to efficiently gather essential information from manufacturing vendors. It streamlines communication by capturing key details such as company background, product capabilities, and compliance certifications. This form helps ensure informed vendor selection and smooth procurement processes.

1. Company Information

Company Name

Contact Person

Position/Title

Phone Number

Email Address

Company Address

Company Website

2. Company Background

Years in Business

Facility Location(s)

Ownership Structure

3. Product & Capability Information

Product Types/Services Offered

Production Capacity (units/month)

Standard Lead Times

Main Manufacturing Technologies/Equipment

4. Compliance & Certifications

Quality & Compliance Certifications (e.g. ISO, CE)

Environmental Policies/Certifications

Other Relevant Certifications

5. References

Client References (Please provide at least one)

6. Additional Information

Please provide any other information or comments:

Submit