Vendor Inquiry Form Sample

Use this **vendor inquiry form sample** to streamline communication and ensure product quality standards are met. The integrated product quality checklist helps systematically evaluate vendor offerings, promoting consistency and reliability. Simplify your procurement process while maintaining high-quality expectations.

Vendor Information

Company Name	
Contact Person	
Email Address	
Phone Number	
Address	
Website	

Product Information

Product Name	
Product Category	
Model / SKU	
Quantity Required	
Requested Delivery Date	

Product Quality Checklist

Quality Criteria	Meets Requirement	Comments
Product meets specified standards/specifications	☐	
Item is free of visible defects/damage	☐	
Proper labeling and packaging	☐	
Valid certificates provided (e.g., ISO, CE, etc.)	☐	
Samples provided for evaluation (if applicable)	☐	
Meets regulatory and safety requirements	☐	
Warranty terms specified	☐	
After-sales support available	☐	

Additional Questions / Remarks

Submit Inquiry