

Vendor Inquiry Form

Use this vendor inquiry form sample to streamline communication with potential suppliers and gather essential information efficiently. Designed specifically for small businesses, this form helps ensure thorough and organized vendor evaluation. Enhance your procurement process with a clear and concise inquiry template.

Company Information

Company Name *

Primary Contact Person *

Contact Position/Title

Contact Email *

Contact Phone *

Company Website

Product/Service Information

Brief Description of Products/Services *

Category/Type

Availability (Lead Time, Stock Status, etc.)

Pricing Details (if available)

Business Details

Years in Business

Client References / Testimonials

Relevant Certifications/Licenses

Additional Information

Questions or Comments

* Indicates required fields

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