

Vendor Evaluation Checklist for Small Businesses

A **vendor evaluation checklist** for small businesses helps systematically assess potential suppliers to ensure quality, reliability, and cost-effectiveness. This tool streamlines decision-making by focusing on key criteria such as pricing, delivery times, and service standards. Using such a checklist can enhance procurement efficiency and foster stronger vendor relationships.

Vendor Information

Vendor Name	
Contact Person	
Phone / Email	
Date of Evaluation	

Evaluation Criteria

Criteria	Description	Score (1-5)	Comments
Product/Service Quality	Are industry standards and specifications being met?		
Pricing	Are prices competitive and transparent?		
Delivery Timeliness	Are deliveries on time and reliable?		
Customer Service	Is vendor responsive and helpful?		
Financial Stability	Is the vendor financially healthy?		
Experience & Reputation	Does the vendor have strong experience and good references?		
Compliance	Does the vendor comply with required regulations and standards?		
Location/Logistics	Is the vendor's location convenient for your business needs?		

Overall Comments & Recommendations

Final Decision

- ☐ Approve Vendor
- ☐ Conditional Approval (specify conditions in comments)
- ☐ Reject Vendor