

Vendor Relationship Evaluation

Date: **[Insert Date]**

Vendor Name: **[Insert Vendor Name]**

Contact Person: **[Insert Contact Person's Name]**

Contact Email: **[Insert Contact Email]**

Evaluation Criteria

1. Communication

Score: **[Insert Score]**

Comments: *[Insert Comments]*

2. Quality of Products/Services

Score: **[Insert Score]**

Comments: *[Insert Comments]*

3. Timeliness

Score: **[Insert Score]**

Comments: *[Insert Comments]*

4. Pricing

Score: **[Insert Score]**

Comments: *[Insert Comments]*

Overall Evaluation

Total Score: **[Insert Total Score]**

Future Recommendations: *[Insert Recommendations]*

Authorized By

Name: **[Insert Your Name]**

Position: **[Insert Your Position]**