

Vendor Reliability Assessment Survey

Dear [Vendor Name],

As part of our ongoing commitment to quality and performance review, we kindly ask you to participate in our Vendor Reliability Assessment Survey. Your feedback is essential in helping us evaluate our relationship and improve our processes.

Survey Details

Please take a few moments to complete the following sections:

1. Vendor Information

Company Name: _____

Contact Person: _____

Email: _____

2. Performance Metrics

Please rate the following on a scale of 1 to 5 (1 = Poor, 5 = Excellent):

- Quality of Products/Services: _____
- Timeliness of Delivery: _____
- Customer Service: _____
- Competitive Pricing: _____

3. Comments and Suggestions

What can we do to enhance our partnership?

Survey Submission

Please return this completed survey by [Due Date] to [Contact Email]. Your input is greatly valued and will contribute to our performance review.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company]