

# Vendor Agreement

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Representative],

This Vendor Agreement outlines the quality assessment criteria that [Your Company Name] requires for all goods and services provided by [Vendor Name].

## 1. Quality Standards

All products/services must meet the following quality standards:

- Adherence to industry specifications
- Compliance with safety regulations
- Conformance to [Your Company Name]'s quality benchmarks

## 2. Quality Assessment Criteria

The quality of delivered products/services will be evaluated based on the following criteria:

- Material durability and reliability
- Performance metrics aligned with contract specifications
- Defect rates below [Insert Percentage]
- Timeliness of delivery according to the schedule

## 3. Evaluation Process

The evaluation will be conducted through:

- Regular audits conducted by [Your Company Name]
- Feedback surveys from end-users
- Delivery notes and product samples inspection

## 4. Reporting and Communication

Any discrepancies or quality concerns must be reported promptly to [Your Company Contact Information].

We appreciate your commitment to quality and look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]