

Vendor Inspection Report

Date: [Insert Date]

Vendor Name: [Insert Vendor Name]

Vendor Address: [Insert Vendor Address]

Contact Person: [Insert Contact Name]

Contact Number: [Insert Contact Number]

Inspection Details

Inspection Date: [Insert Inspection Date]

Inspector Name: [Insert Inspector Name]

Performance Assessment

Criteria	Rating (1-5)	Comments
Quality of Products	[Insert Rating]	[Insert Comments]
Service Timeliness	[Insert Rating]	[Insert Comments]
Compliance with Specifications	[Insert Rating]	[Insert Comments]
Communication Effectiveness	[Insert Rating]	[Insert Comments]

Overall Assessment

[Insert Overall Assessment Summary]

Recommendations

[Insert Recommendations]

Inspector's Signature

[Inspector's Name]

[Inspector's Title]