

Vendor Maintenance Checklist

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Vendor Maintenance Checklist

Checklist Items

1. Verify vendor registration and contact information.
2. Ensure compliance with contractual obligations.
3. Review performance metrics and service levels.
4. Update payment terms and banking information.
5. Confirm insurance and liability coverage.
6. Assess vendor's financial stability.
7. Collect any required certifications or licenses.
8. Conduct a risk assessment.
9. Review and update SLA (Service Level Agreement).

Next Steps

Please review the items listed above and respond with any necessary updates or documents by [Insert Deadline].

Thank you for your attention to this matter.