

# Vendor Maintenance Responsibilities

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We appreciate your partnership and are committed to ensuring a smooth and efficient collaboration. As part of our ongoing vendor management efforts, we would like to clarify the maintenance responsibilities that are expected from your end.

## Vendor Responsibilities

- Maintain accurate and updated contact information.
- Ensure timely delivery of products/services as per the contract.
- Communicate any changes in pricing, lead times, or service availability promptly.
- Adhere to service level agreements and quality standards.
- Provide regular reports on performance metrics as agreed upon.

## Communication

Please designate a primary point of contact for weekly check-ins and updates regarding our projects and tasks.

We believe that clear communication and mutual understanding of responsibilities are key to our success. Thank you for your commitment to maintaining these standards.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]