

Vendor Evaluation Report

Date: [Insert Date]

To: [Vendor's Name]

From: [Your Company's Name]

Subject: Vendor Evaluation Report

1. Introduction

This report provides an evaluation of [Vendor's Name] based on the criteria established for the assessment process.

2. Evaluation Criteria

- Quality of Products/Services
- Delivery Timeliness
- Customer Service
- Pricing
- Compliance with Contracts

3. Evaluation Results

Criteria	Score (1-5)	Comments
Quality of Products/Services	[Score]	[Comments]
Delivery Timeliness	[Score]	[Comments]
Customer Service	[Score]	[Comments]
Pricing	[Score]	[Comments]
Compliance with Contracts	[Score]	[Comments]

4. Summary and Recommendations

Based on the evaluation, we recommend [insert recommendations based on vendor performance].

5. Conclusion

We appreciate the partnership with [Vendor's Name] and look forward to continued collaboration.

Regards,

[Your Name]

[Your Position]

[Your Company's Name]