

Monthly Supplier Review

Dear [Supplier Name],

As part of our ongoing evaluation and partnership, we would like to conduct our monthly supplier review. Please find below a list of questions to guide our discussion:

Performance Review Questions

1. What challenges have you faced in the past month regarding order fulfillment?
2. How have you improved your lead times since our last review?
3. Can you provide updates on quality control measures implemented?
4. What feedback have you received from your team concerning our collaboration?
5. Are there any resource constraints we should be aware of that could affect our partnership?

Future Planning Questions

1. What upcoming changes do you anticipate in your production capacity?
2. How can we assist you in achieving your goals for next month?
3. Are there new products or services you plan to introduce that may benefit our partnership?

We appreciate your efforts and look forward to your insights during our upcoming review. Please let us know if you have any additional topics you would like to discuss.

Best regards,

[Your Name]

[Your Position]

[Your Company]