

Supplier Evaluation Summary

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

1. Supplier Information

Supplier Name: [Supplier Name]

Contact Person: [Contact Name]

Email: [Contact Email]

Phone: [Contact Phone]

2. Evaluation Criteria

- Quality of Products
- Delivery Timeliness
- Price Competitiveness
- Customer Service
- Compliance with Requirements

3. Evaluation Results

Criteria	Rating (1-5)	Comments
Quality of Products	[Rating]	[Comments]
Delivery Timeliness	[Rating]	[Comments]
Price Competitiveness	[Rating]	[Comments]
Customer Service	[Rating]	[Comments]
Compliance with Requirements	[Rating]	[Comments]

4. Overall Summary

Overall Rating: [Overall Rating]

Strengths: [List Strengths]

Areas for Improvement: [List Areas for Improvement]

5. Next Steps

[Outline Next Steps or Recommendations]

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]