

Supplier Evaluation Summary

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Supplier Evaluation Summary

Supplier Information

- **Supplier Name:** [Supplier Name]
- **Contact Person:** [Contact Person Name]
- **Email:** [Contact Email]
- **Phone:** [Contact Phone]

Evaluation Criteria

Criteria	Score	Comments
Quality of Products	[Score]	[Comment]
Delivery Timeliness	[Score]	[Comment]
Pricing	[Score]	[Comment]
Customer Service	[Score]	[Comment]

Overall Evaluation

Total Score: [Total Score]

Status: [Approved/Not Approved]

Summary Remarks

[Insert any additional remarks or recommendations here]

Thank You

We appreciate your partnership and look forward to continuing our collaboration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]