

Supplier Assessment Summary

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company Name]

Introduction

This document serves as a summary of the assessment conducted on [Supplier's Name] for the period of [Insert Period].

Assessment Overview

- **Supplier Name:** [Insert Supplier's Name]
- **Contact Information:** [Insert Contact Info]
- **Products/Services Provided:** [Insert Products/Services]

Evaluation Criteria

- Quality
- Delivery Performance
- Pricing
- Customer Service
- Compliance

Assessment Results

Quality: [Insert Quality Assessment]

Delivery Performance: [Insert Delivery Assessment]

Pricing: [Insert Pricing Assessment]

Customer Service: [Insert Customer Service Assessment]

Compliance: [Insert Compliance Assessment]

Overall Evaluation

[Insert Overall Evaluation and Recommendations]

Conclusion

We appreciate your partnership and look forward to continued success in future collaborations.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]