

# Supplier Pre-Screening Checklist

Dear [Vendor Name],

As part of our ongoing efforts to ensure quality and reliability, we request your cooperation in completing the following pre-screening checklist. Please provide the necessary information at your earliest convenience.

## Supplier Information

- Company Name: \_\_\_\_\_
- Contact Person: \_\_\_\_\_
- Email: \_\_\_\_\_
- Phone Number: \_\_\_\_\_

## Checklist Items

1. Provide a copy of your business license.
2. Submit recent financial statements (last 2 years).
3. Share your quality assurance policy.
4. List major clients and provide references.
5. Confirm compliance with industry standards (ISO, etc.).
6. Outline your supply chain sustainability practices.

Please return this checklist by [due date]. Your prompt response will help facilitate our review process.

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Contact Information]