

# Contractor Benchmarking Evaluation Report

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Contractor Benchmarking Evaluation

## Introduction

This report outlines the benchmarking evaluation conducted on the following contractors: [Contractor Names].

## Evaluation Criteria

- Quality of Work
- Timeliness
- Cost Efficiency
- Safety Record
- Customer Service

## Evaluation Summary

Contractor Name	Quality Score	Timeliness Score	Cost Efficiency Score	Safety Score	Customer Service Score
[Contractor 1]	[Score]	[Score]	[Score]	[Score]	[Score]
[Contractor 2]	[Score]	[Score]	[Score]	[Score]	[Score]

## Conclusion

Based on the evaluation, [Contractor Name] is recommended for future projects due to [highlight key strengths].

## Recommendations

It is suggested that [Contractor Name] focuses on improving [areas for improvement].

## **Next Steps**

Please review the findings and let us know your thoughts by [response deadline].

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]