

Vendor & Supplier Evaluation Checklist

Use the same scorecard for every vendor so decisions are based on fit, not just the lowest quote.

Vendor: _____

Category: _____

Evaluated By: _____

Date: _____

Score Each Area 1–5

AREA	SCORE (1-5)	NOTES
Pricing relative to market		
Reliability / on-time track record		
Quality of product or service		
Communication and responsiveness		
Financial stability / longevity		
Contract terms and flexibility		
References or reputation		

Questions To Ask Before Signing

1. What happens if they miss a deadline or delivery?
2. Who is our actual point of contact, and what's their backup plan if that person leaves?
3. What does it cost, in time and money, to switch away from them later?
4. Are there hidden fees, minimums, or auto-renewal terms?

Overall Recommendation

- ☐ Strong yes
- ☐ Yes, with specific terms negotiated first
- ☐ No
- ☐ Need a second vendor to compare against