



# SUPPLIER EVALUATION WORKSHEET



[www.eventcertificate.com](http://www.eventcertificate.com)

# SUPPLIER EVALUATION WORKSHEET

SUPPLIER: \_\_\_\_\_

## QUALITY

Does this supplier meet the level of quality required by your client? (Please include detailed notes)

## DELIVERY

Is this supplier's delivery standard on par with the requirements for the event?

## COST

Is this supplier's pricing within your budget and comparable to their competitors?

## SERVICE

What level of service does this supplier provide and does it fit your client's expectations