

VENDOR CONTRACT PERFORMANCE EVALUATION REPORT

DATE

DEPARTMENT

VENDOR

PRICE CONTRACT NO.

PURCHASE ORDER NO.

PURCHASING OFFICER

The purpose of this report is to obtain documentary evidence of a vendor's performance for decisive action, future evaluations and decisions. Be fair and factual in your ratings. Attach any supplementary record of performance that may be appropriate.

DELIVERY OF GOODS	Very Good	Satisfactory	Unsatisfactory
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COMMENTS:

QUALITY OF PRODUCTS FURNISHED	Very Good	Satisfactory	Unsatisfactory
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COMMENTS

RESPONSE TO CORRESPONDENCE,	Very Good	Satisfactory	Unsatisfactory
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COMMENTS

COMPLAINTS AND REQUEST FOR SERVICE AND/OR ADVICE	Very Good	Satisfactory	Unsatisfactory
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COMMENTS

SERVICES CONTRACT PERFORMANCE	Very Good	Satisfactory	Unsatisfactory
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COMMENTS

SUBMITTED BY

Authorized Signature
(Must be signed to be considered)