

Vendor Relationship Checklist

Whether you sign on for a vendor for yourself or to run a business, this checklist can help you select and manage your vendor relationships.

VENDOR NAME _____	Service/Product _____		
HOMEWORK <i>Prescreening process</i>	SOURCE Review sites (list names of sites) 1 2 3 Feedback from purchasers Reviews User forums Support areas Trial offer (?) - terms of trial	RESULTS	FOLLOW-UP
DETAILS <i>what to look for</i>	Plan features Permitted Use Return policies Hidden (extra) fees Type of service support (DIY forums? Technical support? Phone? Chat? Social media?)		
ONGOING MANAGEMENT <i>maintenance and performance</i>	Current version? Update information Alert notifications Issue Resolved?		