

Vendor Reference Check Form Template

All questions are optional. Follow each question's directions.
Write your answers to the open questions in the space provided.

Answer only from your direct experience with the vendor named in the invitation and share only information you are authorized to disclose. All questions are optional. Do not include contracts, pricing, personal information or confidential project details.

1. At a nonconfidential level, what work did the vendor provide for your organization?

2. When did you most recently work with this vendor?

- ☐ Within the past 6 months
- ☐ 6–12 months ago
- ☐ More than 1 year but no more than 3 years ago
- ☐ More than 3 years ago
- ☐ I cannot disclose
- ☐ Not sure

3. How similar was that work to the proposed engagement described in the invitation?

- ☐ Not at all similar
- ☐ Slightly similar
- ☐ Moderately similar
- ☐ Very similar
- ☐ Extremely similar
- ☐ I cannot judge

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4. How consistently did the vendor meet agreed delivery commitments?

- ☐ Never
- ☐ Rarely
- ☐ Sometimes
- ☐ Often
- ☐ Always
- ☐ I cannot judge
- ☐ I cannot disclose

5. How clear was the vendor's communication when a problem or change occurred?

- ☐ Not at all clear
- ☐ Slightly clear
- ☐ Moderately clear
- ☐ Very clear
- ☐ Extremely clear
- ☐ No problem or change occurred
- ☐ I cannot judge
- ☐ I cannot disclose

6. What did the vendor do particularly well in your experience?

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7. What limitation or condition should a prospective customer understand?
