

**Arapahoe County
Purchasing Division**

Vendor/Product Performance Evaluation

Office/Department _____ Respondent/phone _____
 Date of evaluation _____ Purchase order number _____
 Vendor _____ Commodity/service _____

This questionnaire has been provided to afford the customer, at any time, the opportunity to convey his/her ideas regarding vendors and the products and services they have provided. Since constructive criticism can contribute to the success of future purchases, your opinion is of great value to us. Your evaluation and comments are for Purchasing Division use only, and will be kept in strictest confidence. Please check the box which best indicates your level of satisfaction in the following categories:

Comments	Good	Above Average	Average	Below Average	Poor	Does Not Apply
Quality of product/service						
Product/service met specifications						
Product/service satisfied requirements						
Quantity shipped as ordered						
Packaging adequate						
Adequate paperwork supplies with shipment						
Catalog/price list furnished						
Pricing (correct, as expected, etc.)						
Product delivered and/or service performed in a timely manner						
Vendor response to letters and/or calls						
Damaged/incorrect goods exchanged in a timely manner						
Other (specify) _____ _____ _____						

Comments: _____

Fax Product/Vendor Performance Evaluations to Keith Ashby, Purchasing Manager CPPO, Purchasing Division, (303) 738-7929.