

VENDOR/SUPPLIER FILE CHECKLIST

RECORDS CHECKLIST

Maintain a file for each of your vendors and potential suppliers. Keep the following items in each file:

- Current catalog or price list, complete with product descriptions
- Business cards from any sales or support personnel with whom you have dealt
- A list of all distribution facilities
- Discount schedules, including minimum purchase requirements
- Delivery options, including estimated delivery time
- Technical assistance and other services available
- Return policy
- Warranty information
- Information on any co-op advertising plans offered by the supplier, including special promotional and grand opening programs
- Any request for quotations
- Copies of all invoices
- Telephone numbers, including toll-free numbers, for all appropriate contacts
- Discount terms for prompt payment
- All shipping methods available and their terms
- Information on terms for long-term contracts
- Any special terms for seasonal items
- Lease options
- Information on all other services offered by the vendor/supplier