

DOUGHERTY COUNTY SCHOOL SYSTEM PURCHASING DEPARTMENT

Vendor Performance Evaluation

(For Dougherty County School System Employees Only)

Evaluator's Name:

Date:

Vendor Name:

Please check the appropriate box.

	Outstanding (5)	Very Satisfied (4)	Satisfied (3)	Somewhat Dissatisfied (2)	Very Dissatisfied (1)
Product Satisfaction Quality of the product No substitutions No damages Packaged properly					
Customer Service Phone calls or email handled promptly Replaced rejected items Handles complaints properly					
Complete Orders Minimum Backorders Deliveries without continual follow-up					
Deliveries 5 = On or before delivery date 4 = 1-3 days late 3 = 4-7 days late 2 = 8-10 days late 1 = over 11 days late					
Overall Satisfaction & Recommendation of Vendor					

Comments: