**WEDDING VENDOR LIST TEMPLATE**

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| --- | --- | --- | --- | --- | --- |
| VENDOR NAME |   | OVERALL RATING |   | VENDOR TYPE | WEDDING PLANNER |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |
|   |   |   |   |   |   |
| VENDOR NAME |  | **OVERALL RATING** |  | **VENDOR TYPE** | **CEREMONY VENUE** |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |

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| VENDOR NAME |   | OVERALL RATING |   | VENDOR TYPE | RECEPTION VENUE |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |
|   |   |   |   |   |   |
| VENDOR NAME |  | **OVERALL RATING** |  | **VENDOR TYPE** | **REHEARSAL PARTY VENUE** |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |

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| VENDOR NAME |   | OVERALL RATING |   | VENDOR TYPE | OFFICIANT |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |
|   |   |   |   |   |   |
| VENDOR NAME |  | **OVERALL RATING** |  | **VENDOR TYPE** | **CATERER** |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |

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| VENDOR NAME |   | OVERALL RATING |   | VENDOR TYPE | BAKER |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |
|   |   |   |   |   |   |
| VENDOR NAME |  | **OVERALL RATING** |  | **VENDOR TYPE** | **PHOTOGRAPHER** |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |

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| VENDOR NAME |   | OVERALL RATING |   | VENDOR TYPE | STATIONARY |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |
|   |   |   |   |   |   |
| VENDOR NAME |  | **OVERALL RATING** |  | **VENDOR TYPE** | **SEAMSTRESS** |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |

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| VENDOR NAME |   | OVERALL RATING |   | VENDOR TYPE | WOMENSWEAR |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |
|   |   |   |   |   |   |
| VENDOR NAME |  | **OVERALL RATING** |  | **VENDOR TYPE** | **MENSWEAR** |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |

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| VENDOR NAME |   | OVERALL RATING |   | VENDOR TYPE | HAIR STYLIST |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |
|   |   |   |   |   |   |
| VENDOR NAME |  | **OVERALL RATING** |  | **VENDOR TYPE** | **MAKE-UP ARTIST** |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |

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| VENDOR NAME |   | OVERALL RATING |   | VENDOR TYPE | FLORIST |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |
|   |   |   |   |   |   |
| VENDOR NAME |  | **OVERALL RATING** |  | **VENDOR TYPE** | **CEREMONY MUSICIAN** |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |

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|   |   | OVERALL RATING |   | VENDOR TYPE | RECEPTION DJ |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |
|   |   |   |   |   |   |
| VENDOR NAME |  | **OVERALL RATING** |  | **VENDOR TYPE** | **ADDITIONAL ENTERTAINMENT** |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |

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| VENDOR NAME |   | OVERALL RATING |   | VENDOR TYPE | RENTALS 1 |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |
|   |   |   |   |   |   |
| VENDOR NAME |  | **OVERALL RATING** |  | **VENDOR TYPE** | **RENTALS 2** |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |

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| VENDOR NAME |   | OVERALL RATING |   | VENDOR TYPE | VIDEOGRAPHER |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |
|   |   |   |   |   |   |
| VENDOR NAME |  | **OVERALL RATING** |  | **VENDOR TYPE** | **TRAVEL AGENT** |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |

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| VENDOR NAME |   | OVERALL RATING |   | VENDOR TYPE | TRANSPORTATION 1 |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |
|   |   |   |   |   |   |
| VENDOR NAME |  | **OVERALL RATING** |  | **VENDOR TYPE** | **TRANSPORTATION 2** |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |

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| VENDOR NAME |   | OVERALL RATING |   | VENDOR TYPE | HOTEL 1 |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |
|   |   |   |   |   |   |
| VENDOR NAME |  | **OVERALL RATING** |  | **VENDOR TYPE** | **HOTEL 2** |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |

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| VENDOR NAME |   | OVERALL RATING |   | VENDOR TYPE | OTHER |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |
|   |   |   |   |   |   |
| VENDOR NAME |  | **OVERALL RATING** |  | **VENDOR TYPE** | **OTHER** |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |

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| VENDOR NAME |   | OVERALL RATING |   | VENDOR TYPE | OTHER |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |
|   |   |   |   |   |   |
| VENDOR NAME |  | **OVERALL RATING** |  | **VENDOR TYPE** | **OTHER** |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |

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| VENDOR NAME |   | OVERALL RATING |   | VENDOR TYPE | OTHER |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |
|   |   |   |   |   |   |
| VENDOR NAME |  | **OVERALL RATING** |  | **VENDOR TYPE** | **OTHER** |
| CONTACT NAME |   | **IMPORTANT DATES** | **PRODUCT / SERVICE DESCRIPTION** |
| PHONE 1 |   | **INITIAL CONTACT** |   |   |
| PHONE 2 |   | **MOST RECENT REVISION** |   |
| EMAIL |   | **CONTRACT REVIEW** |   |
| MAILING ADDRESS LINE 1 |   | **CONTRACT SIGNED** |   | **NOTES** |
| MAILING ADDRESS LINE 2 |   | **CONTRACT EXPIRES** |   |   |
| CITY, STATE & ZIP |   | **OTHER** |   |
| WEB ADDRESS |   | **OTHER** |   |
| INITIAL QUOTED COST |   | **REVISED COST** |   | **FINAL COST** |   |

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