**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** | **STATIONERY** |
| **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** | **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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| **VENDOR NAME** |  | **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** |   |
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| **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** |   |
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| **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** |
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| **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** |   |   |
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| **CITY, STATE, & ZIP** |   | **OTHER** |   |
| **WEB ADDRESS** |   | **OTHER** |   |
| **INITIAL QUOTED COST** |   | **REVISED COST** |   | **FINAL COST** |   |