## DOUGHERTY COUNTY SCHOOL SYSTEM PURCHASING DEPARTMENT

## **Vendor Performance Evaluation**

(For Dougherty County School System Employees Only)

Evaluator's Name:			Date:	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:						