TaggIQ

Supplier Comparison Checklist

Sourcing worksheet for print, promo, sign and apparel jobs

JOB / PRODUCT

DEADLINE

DECISION OWNER

Score each candidate supplier

Check	Supplier A	Supplier B	Supplier C	Notes

Do not decide on unit price alone

Real cost

setup, delivery and rush premium add to unit price

Reliability

stock confidence and past communication matter

Risk

return policy and reorder confidence protect the next job

Decision

CHOSEN SUPPLIER

REASON

DATE