

Printable Supplier Evaluation Checklist

Use this checklist during supplier calls or RFP reviews.

Supplier name: _____

Contact: _____

Date: _____

1. MOQ:

- ❖ MOQ per SKU: _____
- ❖ Mixed SKU allowed: Y / N
- ❖ Pilot/sample MOQ: _____

2. Lead time & capacity:

- ❖ Sample lead time: _____
- ❖ Bulk lead time: _____
- ❖ Rush option supported: Y / N (cost _____)

3. Quality control:

- ❖ In-process QC: Y / N
- ❖ Pre-shipment photos: Y / N
- ❖ Accepts 3rd-party inspection: Y / N
- ❖ AQL standard: _____

4. Certifications & materials:

- ❖ Relevant certificates available: Y / N (list _____)
- ❖ MSDS available: Y / N
- ❖ Tests provided: Y / N (list _____)

5. Packaging & shipping:

- ❖ Retail-ready packaging: Y / N
- ❖ Kitting services: Y / N
- ❖ Carton specs provided: Y / N (dimensions/weight)

6. Customization:

- ❖ Custom printing: Y / N (MOQ _____)
- ❖ Tooling costs: _____
- ❖ NDA available: Y / N

7. Payments & returns:

- ❖ Deposit %: _____
- ❖ Payment methods: _____
- ❖ Return policy for defects: _____

8. Communication & references:

- ❖ Response time (avg): _____
- ❖ References provided: Y / N (list)

9. Red flags observed: _____

10. Overall recommendation:

- ❖ Proceed to sample
- ❖ Request additional info
- ❖ Decline

Questions to ask during supplier interviews

What are your lead times for stocked vs custom bachelorette SKUs?

What are your current monthly capacities for this product family?

Do you provide pre-production samples and how long does each sample take?

What certifications do you hold for materials and safety?

Who are two retailers or distributors who can share a reference?

What are your payment and credit terms for repeat B2B customers?

How do you handle defective lots and returns?

Red flags to watch for:

Reluctance to share references or sample policies.

Vague answers on capacity, lead time, or QC procedures.

No written warranty, returns, or defect remediation policy.

Price that is much lower than the market with no clear explanation (quality or hidden fees).

Frequent staff turnover in sales contacts (communication risk).

Refusal to sign basic B2B terms (NDA, sample approval, MOQ agreements).