



Purchasing Department

1031 Witte Rd., Bldg., T-1A
Houston, Texas 77055

Reference Questionnaire

Vendor: _____

1. How long have you used the vendor?

2. Does the vendor promptly respond to phone and email inquiries?

3. Does the vendor meet your needs?

4. What are the vendor's strengths?

5. Describe a situation when an issue arose with the vendor and how they responded.

6. What are some things the vendor can do to improve?

7. Would you use this vendor in the future?

Submitted by: _____

Name

Company Name

Title

Phone Number