



Questions for vendor or service provider

A basic checklist:

1. Do you fully understand our needs and goals for your product or service?
2. Any questions that you have about how the order will work for us?
3. Will your product or service do.....x, y, and z? list everything you can think of no matter how basic
4. Is there a better more cost effective solution that solves our need or problem
5. Do you think your competitor will offer a same or similar solution?
6. Do you offer any guaranty, warranty?
7. What is my recourse if we are not happy with the order and how do we avoid that?
8. What makes you better than your competition?
9. How certain are you about the product or service?
10. If you were me what would you choose to do for this issue?

These are 10 basic questions that you use either in a RFI (*Request for Information*) or during your conversation with the sales professional.