

vendor interview {questions to ask}

Contact Information

Business	Contact
Address	City/State/Zip
Phone	Fax
Website	E-mail
Business Hours	Directions

Availability

Are you available for my date? Yes No

Will you HOLD my date? Yes No

References

Years in business? _____

Are you a registered business? Yes No

Licensed/Insured? Yes No

Are you a member of a trade association/organization? Yes No

Rates

How do you charge? Hourly Percentage Flat Fee

What are your payment terms? Deposit Final Payment

What are your restrictions and/or cancellation policy?

Will you provide a quote and contract? Yes No

Can you provide the products/service I desire within my budget? Yes No

Other Considerations

Do you have a backup plan/person in case an emergency prevents you from making our wedding? Yes No

How will you be dressed at our event?

Have you worked at our venue before? Yes No

Notes (What I Liked About This Business, Items To Consider, Etc.)

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