

VENDOR CHECK-IN REPORT

Meeting Date: _____
Vendor Name: _____
Account Manager: _____
Meeting Participants: _____

1. SERVICE PERFORMANCE REVIEW

Service Level Agreements (SLAs)

- Uptime: _____
- Response Time: _____
- Resolution Time: _____
- Quality Metrics: _____

Recent Incidents

Date	Issue	Impact	Resolution
_____	_____	_____	_____
_____	_____	_____	_____

2. CURRENT PROJECTS & DELIVERABLES

Active Projects

1.

◦ Status: _____

◦ Timeline: _____

◦ Blockers: _____
2.

◦ Status: _____

◦ Timeline: _____

◦ Blockers: _____

Upcoming Deliverables

1.

2.

3.

3. RESOURCE ALLOCATION

Current Usage

- Licensed Users: _____
- Storage Used: _____
- API Calls: _____
- Other Resources: _____

Projected Needs

- Short-term: _____
- Mid-term: _____
- Long-term: _____

4. FINANCIAL REVIEW

Current Period

- Budget Used: _____
- Remaining Budget: _____
- Additional Expenses: _____

Upcoming Costs

- Expected Changes: _____
- New Services: _____
- Renewals: _____

5. ISSUES & CONCERNS

Vendor Concerns

1. _____
2. _____
3. _____

Our Concerns

1. _____
2. _____
3. _____

6. UPCOMING CHANGES

Product Roadmap

- New Features: _____
- Deprecations: _____
- Major Updates: _____

Process Changes

- New Procedures: _____
- Policy Updates: _____
- Timeline: _____

7. ACTION ITEMS

Item	Owner	Due Date	P
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8. NEXT STEPS

Immediate Actions

1. _____
2. _____
3. _____

Follow-up Schedule

- Next Meeting: _____
- Key Deadlines: _____
- Review Points: _____

APPROVALS

Our Representative: _____

Title: _____

Date: _____

Vendor Representative: _____

Title: _____

Date: _____