VENDOR CHECK-IN REPORT

Vendor Na Account N	Meeting Date: /endor Name: Account Manager: Meeting Participants:						
1. SER	VICE PERFORM	ANCE REVIEW					
Service	Level Agreements (S	SLAs)					
• R • R	ptime:esponse Time:esolution Time:esolution Time:esolution Time:esolution Time:						
Recent I	ncidents						
	Date	Issue	Impact	Re			
Active P	Status: Timeline:						
2.	Status:Timeline:Blockers:						
Upcomir	ng Deliverables						
1.							
2.							
3.							

3. RESOURCE ALLOCATION

Current Usage

Licensed Users: Storage Used: API Calls: Other Resources: Other Resources: Nord-term: Mid-term: Long-term: Long-term: Additional Expenses: New Services: Renewals: Rendor Concerns 1. 2.
API Calls: Other Resources: Orojected Needs Short-term: Mid-term: Long-term: Long-term: Budget Used: Remaining Budget: Additional Expenses: New Services: Renewals: SISSUES & CONCERNS Vendor Concerns 1.
Other Resources: Projected Needs Short-term: Mid-term: Long-term: Long-term: R. FINANCIAL REVIEW Current Period Budget Used: Remaining Budget: Additional Expenses: Jpcoming Costs Expected Changes: New Services: Renewals: Renewals: S. ISSUES & CONCERNS Vendor Concerns
Short-term: Mid-term: Long-term: Long-term: I. FINANCIAL REVIEW Current Period Budget Used: Remaining Budget: Additional Expenses: Pycoming Costs Expected Changes: New Services: Renewals: Renewals: S. ISSUES & CONCERNS Vendor Concerns 1.
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Mid-term: Long-term: Long-term: I. FINANCIAL REVIEW Current Period Budget Used: Remaining Budget: Additional Expenses: Jpcoming Costs Expected Changes: New Services: Renewals: S. ISSUES & CONCERNS /endor Concerns 1.
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 Remaining Budget:
Additional Expenses: Description of the image of the
 Expected Changes:
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New Services: Renewals: S. ISSUES & CONCERNS /endor Concerns 1.
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Our Concerns
1.
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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:			