

**PERFORMANCE REPORT FOR
CONTRACTOR PRODUCT/SERVICE**

Complete this form to report problems with suppliers or to report unsatisfactory product or services. You are also encouraged to report superior performance. Agency personnel should contact suppliers in an effort to resolve problems themselves prior to completion and submission of this report.

Contract number and title: **WSCA Public Safety Communication Contract**

Supplier's name: _____ Supplier's representative: _____

PRODUCT/SERVICE

- Contract item quality higher than required
- Contract item quality lower than required.
- Other:
- Damaged goods delivered
- Item delivered does not meet P.O./contract specifications

SUPPLIER/CONTRACTOR PERFORMANCE

- Late delivery
- Incorrect invoice pricing.
- Other:
- Slow response to problems and problem resolution
- Superior performance

CONTRACT PROVISIONS

- Terms and conditions inadequate
- Specifications need to be revised
- Other:
- Additional items or services are required.
- Minimum order too high.

Briefly describe situation: _____

Prepared By:		Phone Number:		Date:		Supervisor:	
Address:		Email:					

Send To:

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