

XYZ Company LOGO

Commercial Printing Supplier Questionnaire

General Instructions

After your review of the Preliminary Scope of Work, please complete this questionnaire to help us understand your company's capabilities. Your replies to these questions will be used internally at XYZ Company to develop a profile of your company. Please answer each question as completely as possible using the electronic version for all your responses.

Confidentiality of questionnaire responses will be maintained at all times. XYZ Company is sensitive to the proprietary nature of this information and the potential impact of disclosure of this data to competitors or others within or outside this process. XYZ Company will use this data as a component of our internal analysis process.

If you have any questions about this questionnaire please contact the XYZ Company representative noted in the preceding Response Requirements document.

A. Company Information

Company Name

Street Address

City

State & Zip

Phone

Fax

Chief Operating Officer
(Equivalent)

Location To Send Future Correspondence, such as Requests for Proposals (RFP's)

(If Different From Above)

Contact

Street Address

City

State & Zip Code

B. COMPANY PROFILE

Please provide the following key financial data for your company:

\$ x 1000	XXXX	XXXX
Revenues		
Cost of Goods Sold (COGS)		
Cost of Services Fixed? Variable?		
Sales, General & Administrative		
Net Income		

C. GENERAL INFORMATION

1. Are you a subsidiary of any other company? If so, what is that company and are you managed autonomously or through the parent company?
2. How long have you been in business?
3. What percentage of your business is dedicated to supplying printing?
4. Do you have any experience as a primary or preferred supplier of printing? If yes, to what extent have you integrated with your customer?
5. Do you have any experience supporting International or other remote locations? If yes, please describe any unique support requirements and how your company provided them.
6. Describe your growth record over the last three years and detail any projections you have for future growth.
7. What is the basis for your pricing? (E.g., cost plus, value pricing, list-minus, target profit percentage, etc.)
8. List all highest dollar volume products that you supplied to XYZ Company in previous year and YTD.

Product Description and Quantity	Your Company Business Unit	Total Dollars	
		Previous Year \$000s	YTD \$000s
1. <i>Commercial Printing</i>	XYZ Company		
2. <i>Commercial Printing</i>	XYZ Company Business Unit A		
3. <i>Commercial Printing</i>	Business Unit B		
Totals			