# Vendor Contact List

**Purpose:** This document serves as a centralized directory of approved vendors and suppliers, including essential contact details, services provided, and points of contact. It helps ensure quick access to business-partner information for procurement, logistics, and operational coordination.

## Company Information

**Prepared for:**{companyName}

**Date:**{date}

**Prepared by:**{preparedBy}

## Vendor Directory

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Vendor Name** | **Contact Person** | **Phone** | **Email** | **Service/Products** | **Location** | **Notes** |
| {#vendors}{vendorName} | {contactPerson} | {phone} | {email} | {services} | {location} | {notes}{/vendors} |

## Vendor Categories

Vendors are grouped into the following categories for easier navigation:

{#vendorCategories}

* **{categoryName}:** {description}

{/vendorCategories}

## Preferred Vendors

{#preferredVendors}

* **{vendorName}** – Contact: {contactPerson}, Services: {services}

{/preferredVendors}

## *Additional Notes*

{#hasAdditionalNotes}{additionalNotes}{/hasAdditionalNotes}

{^hasAdditionalNotes}No additional notes provided.{/hasAdditionalNotes}