Chapter 15

**Activity 15-2 Vendor Selection**

**Directions:** Complete the following steps to research potential vendors.

1. Using the following chart, list vendors in your community that you might use. Add extra lines if needed.

**Vendor Resources—Local**

|  |  |  |
| --- | --- | --- |
| Name of vendor | Advantages for using this resource | Disadvantages for using this resource |
|  |  |  |
|  |  |  |
|  |  |  |

1. Using the following chart, list vendors that are not local that you might use. Add extra lines if needed.

**Vendor Resources—Not Local**

|  |  |  |
| --- | --- | --- |
| Name of vendor | Advantages for using this resource | Disadvantages for using this resource |
|  |  |  |
|  |  |  |
|  |  |  |

1. Make a list of five questions you would use when interviewing vendors.

 <<Place Answer Here>>

1. Ask your instructor where to save your documents. This could be on the school’s network or a flash drive of your own. Name your Word document *FirstnameLastname*\_Activity15-2.docx (i.e., JohnSmith\_Activity15-2.docx).