<<insert company name>>

List of Approved Suppliers

All listed suppliers have been selected and added by <<insert name and/or department>> according to the <<e.g. company policy; guidelines>>. This list is for reference and can be amended only by <<insert name an...

Last Date Amended: Amended by: <<insert name an...   Signature:

No.	Supplier details	Supplier from		Reference	Notes
1	<<name>> <<address>> <<phone and email>> <<contact person>>		g. 	<<insert your and/or supplier's reference>>	<<Insert any relevant notes>>
2	<<name>> <<address>> <<phone and email>> <<contact person>>		g. 	<<insert your and/or supplier's reference>>	<<Insert any relevant notes>>
3	<<name>> <<address>> <<phone and email>> <<contact person>>		g. 	<<insert your and/or supplier's reference>>	<<Insert any relevant notes>>
4	<<name>> <<address>> <<phone and email>> <<contact person>>		g. 	<<insert your and/or supplier's reference>>	<<Insert any relevant notes>>

Additional notes:
<<Insert additional notes, action points and suggestions.>>