

Schertz Auto Service Vendor Selection Request Form

Due to the scope of our business we are contacted by numerous individuals and companies on a daily basis soliciting our business. Because of the time demands of our business and us wanting to make good use of our time, we are not able to visit with every individual or company. If you are interested in providing goods or services to Schertz Auto Service we ask that you complete this form and submit it to us for review. Keep in mind that we have many great vendor relationships for all products or goods that we use. Unfortunately we are unable to do business with every vendor requesting to do business with us. All requests are reviewed on a monthly basis by our vendor selection committee, and are either approved or denied. We understand that it is necessary for us to continually shop for goods or services just to make sure we are getting the best value for the price. We are not always searching for the lowest price and understand that there are several factors that go into deciding which companies or individuals we purchase from.

Please provide us with the following information. Request without complete information are denied and discarded before reaching the vendor selection committee.

Nature of Product or Service: _____

Name of Company or Individual: _____

Contact Name: _____

Phone: _____ Fax: _____

E-mail: _____

Website: _____

How will we benefit by using the above goods or services? _____

What is the delivery schedule for the above goods or service? _____

What are the payment terms? _____

What is the pricing or discount structure? _____

Please feel free to list your comments below and/or send any additional information that we might need to make our decision. _____

Please e-mail to info@schertzauto.com, mail, or feel free to drop off at 1205 Borgfeld Rd. along with any other information you might have.

