

Vendor quote comparison worksheet

Ask every vendor the same questions, get the answers in writing, and read them side by side. Fill in your own numbers first, so you are comparing the same book.

Books you expect to sell: _____ Page count: _____ Last day of school: _____ What the PTA needs to raise: _____

Question	Vendor A: _____	Vendor B: _____	Vendor C: _____
Price per book at your page count (softcover / hardcover)			
Page count you asked them to quote			
Minimum order, if any			
Deposit or payment due before printing			
Contract term. Does it renew by itself?			
Is it bundled with picture day? Can it be separated?			
Design tool, and who does the design work, by name			
First draft built for you? At what cost?			
Extras for each child (name on cover, own pages) and their price			
Family price you would set, and your margin per book			
Fees taken out of fundraising money			
Print and delivery time after you approve the book			

Question	Vendor A: _____	Vendor B: _____	Vendor C: _____
On-time delivery guarantee? In writing?			
Last day to approve so books arrive before the last day of school			
Who answers family questions about orders?			

Rep-priced vendors set a price per school, so get the per-book price, the minimum and the term length in writing.