

SMALL BUSINESS QBR TEMPLATE

List the most important topics to discuss with your suppliers including any service interruptions, price discrepancies, product shipment delays, or customer service and billing issues from the last quarter.



OUTSTANDING ISSUES	DESIRED OUTCOME / COMMENTS

PRODUCTS / SERVICES	DESIRED OUTCOME / COMMENTS

CURRENT ISSUES	DESIRED OUTCOME / COMMENTS

PRICE CHANGES	DESIRED OUTCOME / COMMENTS

QUARTER RESULTS	DESIRED OUTCOME / COMMENTS

CREDITS AND BILLING	DESIRED OUTCOME / COMMENTS

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