[](https://www.smartsheet.com/try-it?trp=9298&utm_source=integrated+content&utm_campaign=/business-review-qbr-templates&utm_medium=Small+Business+QBR+doc+9298&lpa=Small+Business+QBR+doc+9298&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w) **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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