

# Professional Services Evaluation Template

Instructions: Use this template to evaluate the performance of professional service providers. Fill in the text boxes below for print or digital record-keeping.

## 1. General Information

Service Provider / Company Name:	<input type="text"/>
Project / Service Description:	<input type="text"/>
Evaluator Name & Title:	<input type="text"/>
Evaluation Date:	<input type="text" value="YYYY-MM-DD"/>
Contract / Service Period:	<input type="text"/>

## 2. Performance Evaluation

Rate the following criteria on a scale of 1 to 5 (1 = Poor, 3 = Satisfactory, 5 = Excellent) and provide brief comments.

Evaluation Criteria	Score (1-5)	Comments / Supporting Details
<b>Quality of Deliverables:</b> Accuracy, completeness, and adherence to professional standards.	<input type="text"/>	<input type="text"/>
<b>Timeliness:</b> Adherence to schedules, milestones, and deadlines.	<input type="text"/>	<input type="text"/>
<b>Communication:</b> Responsiveness, clarity, and effectiveness of updates.	<input type="text"/>	<input type="text"/>
<b>Expertise &amp; Knowledge:</b> Demonstrated technical and professional capability.	<input type="text"/>	<input type="text"/>
<b>Cost &amp; Budget Control:</b> Financial management and accuracy of invoicing.	<input type="text"/>	<input type="text"/>
<b>Problem Solving:</b> Flexibility and effectiveness in resolving issues.	<input type="text"/>	<input type="text"/>

## 3. Overall Assessment and Recommendation

Average Overall Score (1.0 - 5.0):	<input type="text"/>
Would you hire this provider again? (Yes / No):	<input type="text"/>
Key Strengths:	<input type="text"/>
Areas for Improvement:	<input type="text"/>
Additional Comments:	<input type="text"/>

## 4. Signatures

Evaluator Signature:	<input type="text"/>	Date:	<input type="text"/>
----------------------	----------------------	-------	----------------------