

Values-Based Vendor Orientation Factsheet

The Values-Based Vendor Orientation Factsheet Template includes the model recommendations for vendors developing orientation materials for purchasers.

[Values-Based Vendor]: Factsheet for Purchasers

[Address]

[Website]

Email: *[Email]* | Phone: *[Phone]*

Introduction

[Values-Based Vendor] is *[enter short description of company's mission or purpose]*. *[Insert Values-Based Vendor's story, considering including pictures]*. *[If additional information is available online, include the link.]*

[Value-Based Vendor's Programs]: Program Spotlight

[Values-Based Vendor] provides *[insert product types (e.g., produce, meat, dairy, etc.)]*. *[Vendor's]* products are *[insert vendor certifications; specific growing, processing, or production practices and characteristics]*.

During *[time frame/season]*, *[Values-Based Vendor]* offers:

- *[Insert list of available/anticipated products, anticipated quantities, anticipated prices (if available), and product certifications or practices]*

[If applicable, repeat for multiple time frames/seasons.]

[Values-Based Vendor]: Key Administrative and Logistics Information

Ordering: *[Values-Based Vendor]* distributes product availability and price lists on *[day]*. Orders must be placed by *[time, day]*.

Delivery Logistics: *[Values-Based Vendor]* makes deliveries on *[day]* between *[time range]*.

Payment Processes: *[Values-Based Vendor]* accepts *[insert accepted payment types]*.

Contact Us!

Interested in working with to *[Values-Based Vendor]*? Contact *[insert Designated Contact]*, *[insert title/role]*, to discuss any questions you may have and learn about next steps to begin purchasing.

[Designated Contact] is available at: *[email]*; *[phone number]*.