

06 suppliers and equipment

Print or fill in.

Form 06: suppliers, equipment and systems

Best answered by: whoever orders materials and runs the equipment **Time:** 30 minutes **Fills:**

operations/suppliers-and-vendors.md , operations/equipment-and-assets.md ,
operations/tools-and-systems.md

If the business owns almost nothing, say so and skip to the systems section. That is a real answer.

Completed by: _____ · Date: _____

Who you buy from

Supplier	What you get from them	Terms	What happens if they stop tomorrow

Anything you can only get from one place? What would you do?

How long do things take to arrive? What is unpredictable?

Who orders, who approves, and is there a spending limit?

How often do your costs move, and how much notice do you get?

Does that flow through to your prices, or do you absorb it?

Subcontractors and partners

Who	What they do	When you use them	Terms

Do you check their insurance and licensing? When last?

Who you sell through

Co-ops, distributors, marketplaces, agents, wholesalers. Anyone between you and the end buyer, and what they take.

Equipment

What	Age	Condition	Needs servicing or calibration	Replace when

Vehicles: what, how many, what for. Anything needing a particular licence to drive?

Premises: owned or leased, what it is, and any constraint it puts on the work. Lease end date if leased.

Stock and materials: what is held, roughly how much, and how it is tracked. Anything perishable or dated?

What piece of equipment limits what work you can take on?

What gets serviced, how often, and who tracks it?

If something critical failed tomorrow: hire, borrow, subcontract, or stop?

Systems

What do you use for each of these? Write "nothing" or "paper" where that is the answer.

For	What you use	Who holds the login	Rough cost
Scheduling			
Quoting and invoicing			
Accounting			
{{CUSTOMER_WORD}} records			
Payments			
Email			
Phone and messaging			
File storage			
Website			
Anything industry specific			

Which of these pass information to each other automatically?

Where does someone type the same thing twice?

What do you pay for and not use?

What gets backed up, where, and when was that last checked?

Who do you call when something breaks?