 **SMALL BUSINESS QBR TEMPLATE**

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| 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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