Weighted Specification Analysis Sheet

Using a total weight of 100%, assign a weight to each component (e.g., product performance = 10%). Rate each supplier on a scale of 1-5 (5 = high) for each component. Multiply the weight by the rating to obtain a score. Add up the scores to determine the total for each supplier.

Components	Weight	Supplier 1 Rate	Supplier 1 Score	Supplier 2 Rate	Supplier 2 Score	Supplier 3 Rate	Supplier 3 Score
Product Performance							
Product Price							
Quantity or Volume Discount							
Delivery Time and Conditions							
Technical Documentation							
Local Contact							
Application Services							
Financing Terms							
Warranty							
Complaint Response Time							
Technical Support							
Information Services							
Total							

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