

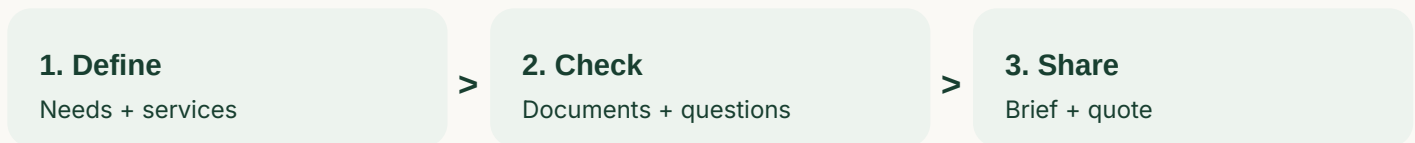
PRACTICAL CHECKLIST 03

Compare supplier quotes for your corporate retreat.

Check these points before requesting a quote.



THREE STEPS TO MOVE FORWARD



☐ **Scope**

Headcount, dates, days and nights
Is the programme identical?

☐ **Units**

Quantity, unit and package
Is the calculation basis the same?

☐ **Inclusions**

Room, equipment, staff and meals
What must be added or kept?

☐ **Presentation**

Currency and tax treatment
Are the totals comparable?

☐ **Conditions**

Validity, deposits and changes
Which commitments need checking?

☐ **Decision**

Version and open questions
Who approves which services?

NOTES FOR YOUR EVENT BRIEF

Dates, attendees, destination: _____

Services already chosen: _____

Additional services needed: _____

The Sourcing Force team is here to help

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Read the article: events.sourcing-force.com/en/blog/compare-event-supplier-quotes/

Request a quote >