

PTM – Building a Vendor List Outreach Plan



- Who provides your office supplies?
- Who provides your health insurance?
- Who provides/services equipment?
- Do you pay a law firm for services?
- Who provides your catering?
- Who provides employee gifts?
- Who is your accounting firm?
- Who do you bank with?
- Do you have a company that you work with for electronic records?
- Did you do any construction/redesign work recently?
- Do you use a staffing firm?
- Who do you rent your office space from?
- Which accounting firm do you use?
- Who does your printing? (Flyers, signage, etc.)
- If you do a large company event/training, where? And what vendors do you use for this event?
- Do you have a temp agency you use?
- Who else do you write a check to on a monthly, or quarterly basis?

If you run out of ideas, need to refresh your strategy, or are need a customized approach, reach out to your National Manager.