



Flower Shop Supplier Relationship & Contract Renewal Checklist 2026

Supplier Directory & Contact Audit

Review and update the master list of all current wholesalers, growers, and accessory vendors with current contact details and emergency backup options.

Supplier Name

Write something...

Primary Contact Person

Write something...

Contact Email Address

Write something...

Supplier Category

- ☐ Fresh Flowers/Bloom Wholesale
- ☐ Greenery & Foliage
- ☐ Hard Goods (Vases, Ribbon, Tools)
- ☐ Packaging & Supplies
- ☐ Specialty/Exotic Imports

Last Audit Date

Supplier Business License/Permit

 Upload File

Delivery Methods Available

- ☐ Standard Scheduled Delivery
- ☐ Same-Day Emergency Delivery
- ☐ Store Pickup Only
- ☐ Third-Party Courier

Order Performance & Reliability Review

Evaluate historical data regarding delivery punctuality, order accuracy, and the quality/freshness of blooms received from each primary supplier.

Review Period Date Range

Primary Supplier Name

- ☐ Wholesaler A
- ☐ Wholesaler B
- ☐ Local Flower Farm
- ☐ Other

Average Delivery Delay (Minutes/Hours)

Enter a number...

Percentage of Damaged/Spoiled Items Received

Enter a number...

Observed Delivery Issues

- ☐ Late Arrival
- ☐ Incorrect Item Quantity
- ☐ Substandard Bloom Quality
- ☐ Damaged Packaging
- ☐ Missing Invoice/Paperwork

Supplier Reliability Summary & Notes

Write something...

Upload Delivery Discrepancy Photos

 Upload File

Manager Approval Signature

Pricing & Cost Analysis

Compare current market rates against existing supplier price lists to identify discrepancies, price hikes, or opportunities for bulk discounts.

Primary Item/Variety Name

Write something...

Previous Unit Price (2025)

Enter a number...

Current Unit Price (2026)

Enter a number...

Price Trend

- ☐ Decrease
- ☐ Stable
- ☐ Increase

Supplier Quote Document

 Upload File

Cost Drivers Identified

- ☐ Seasonal Fluctuations
- ☐ Fuel/Logistics Surcharges
- ☐ Scarcity of Supply
- ☐ Increased Labor Costs

Contract Terms & Agreement Review

Audit existing service level agreements (SLAs), payment terms, delivery schedules, and minimum order quantities for upcoming 2026 terms.

Contract Expiration Date

Enter date...

Contract Renewal Status

- ☐ Active
- ☐ Under Negotiation
- ☐ Pending Renewal
- ☐ Terminated

Terms to Renegotiate

- ☐ Unit Pricing
- ☐ Delivery Frequency
- ☐ Payment Terms (Net 30/60)
- ☐ Minimum Order Quantity (MOQ)
- ☐ Return/Credit Policy

Negotiation Notes

Write something...

Original Signed Contract

 Upload File

Manager Approval

Quality Control & Sample Testing

Perform physical inspections of recent shipments to verify that supplier quality standards align with the shop's premium brand requirements.

Inspection Date

Enter date...

Flower Variety Inspected

- ☐ Roses
- ☐ Lilies
- ☐ Hydrangeas
- ☐ Tulips
- ☐ Other/Mixed

Observed Quality Issues

- ☐ Wilting/Browning
- ☐ Stem Damage
- ☐ Pest/Insect Presence
- ☐ Incorrect Quantity
- ☐ Bruised Petals

Detailed Damage Report

Write something...

Photos of Defective Stock

 Upload File

Inspector Signature

Renewal & Negotiation Strategy

Prepare negotiation points for contract extensions, including requests for better credit terms, seasonal volume discounts, or exclusive access to rare varieties.

Primary Negotiation Goal

Write something...

Key Negotiation Levers

☐ Price Reduction

☐ Extended Payment Terms

☐ Faster Delivery Frequency

☐ Minimum Order Quantity (MOQ) Reduction

☐ Exclusive Access to Seasonal Varieties

Contract Expiry Date

Enter date...

Supplier Performance Feedback

Write something...

Proposed New Contract Draft

 Upload File

Manager Approval

Administrative & Payment Synchronization

Ensure all supplier invoices, tax documentation, and payment methods are reconciled and aligned with the 2026 fiscal budget.

Last Invoice Reconciliation Date

Vendor Account Number

Outstanding Balance Due (\$)

Payment Method Used

- ☐ Credit Card
- ☐ ACH/Bank Transfer
- ☐ Check
- ☐ PayPal/Digital Wallet

Upload Signed Contract/Agreement



Upload File

Manager Approval Signature

< Previous

> Next

🏁 Finish

🔧 Generate Sample Report