

# SAMPLE SHORTLIST FORM

Follow this model when comparing your vendors and fill in the requirements based on your company's business needs.

	Vendor A		Vendor B	
Requirements <small>* denotes a MUST-HAVE</small>	Score	Notes	Score	Notes
<b>System Requirements</b>				
*Utilization Analytics	Yes		Yes	
*Custom Permissions	Yes		No	
Mobile App	Yes		Yes	
<b>Functionality</b>				
Clean/Simple User Interface	5		2	
*Charts/ Dashboard	4		3	
<b>Other</b>				
Hardware offered	Yes		No	
Installation	Yes		No	
Etc.				