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VENDOR DUE DILIGENCE CHECKLIST

VENDOR A	VENDOR B	VENDOR C	REVIEWED BY	DATE

Question	Vendor A	Vendor B	Vendor C
SOC 2 Type II or ISO 27001 report available			
MFA and single sign-on (SSO)			
Data encrypted in transit and at rest			
Where data is stored (country / region)			
Full data export in a standard format			
Data deleted on cancellation (and when)			
Uptime commitment (SLA) and status page			
Backups and disaster recovery			
Support hours, channels, response time			
Admin controls, roles, audit log			
Privacy terms, DPA available (GDPR / CCPA)			
Your data used to train AI? Opt-out?			
Price per user, minimums, add-ons			
Contract length, auto-renewal, notice			
Price increase limits			
References / reviews from similar businesses			