CKSHORTS CONSULTING

FICTIONAL SAMPLE • All names, records, terms, and findings below are invented

Vendor Screening Sample

A compact, sourced record helps a business see what it has received before onboarding a vendor. All organizations and sources here are fictional.

SAMPLE CLIENT	SERVICE LEVEL	ILLUSTRATIVE SCOPE
Cedar Point Works (fictional)	Due Diligence Package	Fictional Harborline Display Services, proposed event installation vendor; mock public records and client supplied packet dated September 2026.

What we reviewed

Fictional Harborline Display Services, proposed event installation vendor; mock public records and client supplied packet dated September 2026.

Illustrative findings

CHECK	ILLUSTRATIVE EVIDENCE	NEXT ACTION
Business identity	Mock entity record lists Harborline Display Services LLC as active.	Verify a live record in the actual jurisdiction.
Contact details	Proposal address differs from mock website address.	Ask vendor which address is current.
Insurance	COI received; endorsement referenced but not included.	Request supporting document.
Project references	Two references supplied; no contact outcomes recorded.	Client decides whether to contact.

What deserves attention

Visible discrepancy. The address difference is a question to resolve, not proof of misconduct.

Document inventory. A named owner should follow up on the missing endorsement.

Decision ownership. Client leadership decides whether and when to onboard the vendor.

Next steps for the client

1. Confirm the vendor’s current business details directly.
2. Collect outstanding documents and record their receipt.
3. Refer legal, credit, insurance, or investigative questions to qualified professionals.

Scope and limitations

CKSHORTS performs scoped public information and supplied document checks. This is not an investigation, credit decision, certification, legal opinion, or guarantee of performance.

This example demonstrates report format and level of detail only. It is not based on a real search, solicitation, insurance policy, vendor, or agreement. CKSHORTS confirms the scope, fee, sources, and deliverable in writing before any client work begins.

FICTIONAL SAMPLE • Records and artwork are invented

Multiple Vendor Record Register

This register demonstrates consistent follow up across several suppliers. Every vendor and record is invented.

VENDOR	SOURCE OR DOCUMENT	OBSERVATION	NEXT STEP
Harborline Display	Mock entity record	Listed address differs from proposal.	Confirm current address.
Meadow Rigging	Client supplied COI	Policy date is approaching expiration.	Request updated document.
Delta Scenic	Reference list	One contact field is blank.	Ask vendor to complete.
Cobalt Transport	Onboarding packet	Signed tax form missing.	Client requests document through normal process.

How the register is used

A missing document is an administrative finding. It is not a certification about a vendor’s legal standing, finances, or suitability.

A real engagement would identify the record count, sources, update cadence, owners, and exact deliverable before work starts.