

YOUR DIGITAL DOWNLOAD

How to Access Your Wedding Vendor Questionnaire Pack

Thank you for your purchase! Your Google Sheets template is ready. Follow the steps below to make it yours.

Your private copy link

CLICK THE LINK BELOW

https://docs.google.com/spreadsheets/d/1NPPjsYE1_cjKwyEHJcBbqtL7DD0S-P0Ka92LwcaxZZQ/copy

Get set up in 4 steps

1. Click the link above. It opens a Google page asking if you want to copy the template.
2. Click "Make a copy." The spreadsheet saves instantly to your own Google Drive. It is now 100% yours.
3. Find it in your Google Drive. Look for "Vendor Questionnaire Pack" in Drive, or open it from your recent files.
4. Start on the START HERE tab. It walks you through the color legend and Kara's planning tips. You'll be filling out your first questionnaire in under 10 minutes.

Quick-start tips

Send each vendor their own tab. Share or export a single tab as a PDF and email it straight to that vendor. No more planning details lost in text threads.

Fill in one questionnaire per vendor, right after you book. Details fade fast. Capture delivery windows, setup times, and contact numbers while the conversation is still fresh.

Read the "Why it matters" notes. Every question explains what goes wrong if you skip it, so you know exactly which answers are worth chasing down.

Watch your progress counters. Each tab shows how many questions you've answered at a glance, so you always know what's done and what's still open.

Share freely. Use Google's Share button to give your partner or planner access. No extra copies needed.

Questions?

Message us on Etsy anytime. We are happy to help you get planning.

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Xoxo, Kara