

## VENDOR APPLICATION FORM



COMPANY NAME (as shown on Federal Tax Return)		ALTERNATE NAME (doing business as, if applicable)		
COMPANY ADDRESS (no P.O. boxes)				
COMPANY PAYMENT ADDRESS (if difference from above)				
COMPANY PHONE NUMBER	COMPANY FAX NUMBER	COMPANY EMAIL ADDRESS		
COMPANY WEBSITE	CATEGORY OF SERVICE PROVIDED (if multiple, please fill out 1 form for each)			
ORGANIZATION TYPE	SPECIFIC SERVICES (list all services below)			
<input type="checkbox"/> CORPORATION				
<input type="checkbox"/> LIMITED LIABILITY COMPANY				
<input type="checkbox"/> INDIVIDUAL/SOLE PROPRIETOR				
<input type="checkbox"/> PARTNERSHIP/LIMITED PARTNERSHIP				
<input type="checkbox"/> JOINT VENTURE				
PAYMENT PREFERENCE		COMBINE PAYMENTS (can we combine multiple invoices in one payment)		
<input type="checkbox"/> CASH/CHECK		<input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> CREDIT CARD		INSURANCE COVERAGE (attach certificate of insurance with application)		
<input type="checkbox"/> BANK TRANSFER/WIRE TRANSFER		<input type="checkbox"/> YES <input type="checkbox"/> NO		
ROUTING NUMBER (wire transfer)	INSURANCE PROVIDOR (company name)			
ACCOUNT NUMBER (wire transfer)	INSURANCE PROVIDOR (contact and phone number)			
BANK NAME	INSURANCE PROVIDOR (policy number)			
PERSON COMPLETING FORM (name)		POINT OF CONTACT (leave blank if same as person completing form)		
TITLE		TITLE		
PHONE		PHONE		
EMAIL		EMAIL		
REFERENCE 1 (name and phone number)		REFERENCE 2 (name and phone number)		
REFERENCE 3 (name and phone number)		REFERENCE 4 (name and phone number)		
INTERNAL USE ONLY	DATE RECEIVED	DATE PROCESSED	APPROVED?	VENDOR ID
			<input type="checkbox"/> YES <input type="checkbox"/> NO	

Submission of application does not guarantee approval. Once we review the application and decide to proceed, we will email the Vendor Contract for approval. All information exchanged from both parties is deemed private and confidential. Your information will only be shared with our clients upon their request. Otherwise, we do not provide your information to anyone, ever, without your permission.