



Town of Aberdeen

Vendor Information Sheet

All companies are encouraged to pursue opportunities with the Town of Aberdeen. To add your company to the Town of Aberdeen's vendor list, complete and return this vendor information sheet to the Town of Aberdeen's Purchasing Office.

(Please type or print)

Company Name: _____
(As you would like it to appear on formal communications)

Minority Business Enterprise: Yes No
If yes, what type? MBE (*Minority*) WBE (*Woman Owned*) DBE (*Disabled*)

Is Your Company Incorporated? Yes No
Tax ID Type: Fed SSN **Tax ID Number:** _____

Purchase Order Address:
(Complete the following information for receiving purchase orders)

Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Contact: _____
Phone #: _____
Fax #: _____
Email: _____
Website: _____

Remittance Address:
(Complete the following information for receiving invoice payments. This name should match the tax ID name)

Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Contact: _____
Phone #: _____
Fax #: _____
Terms: _____ Discounts: _____

Bid Address:

(Complete the following for receiving request for bids and proposals)

Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Contact: _____
Phone #: _____
Fax #: _____
Email: _____

List type of products and/or services your company offers:

If we have any questions about the responses on this form, whom should we contact?

Name: _____ Phone #: _____

Please mail to: Town of Aberdeen
P.O. Box 785
Aberdeen, N.C. 28315

Attn: Purchasing Agent

Or fax it to: 910-944-7459

Phone Number: 910-944-1115

Web Site Address: <http://www.townofaberdeen.net>

E-mail Address: ssimpson@townofaberdeen.net