



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.

Company Name _____

As you would like it to appear on formal communications.

Minority Business Enterprise? Yes No

If yes, what type?

Is your company incorporated? Yes No

Tax Id Type **Tax ID Number** _____

Purchase Order Address:

(Complete the following information for receiving purchase orders)

Name _____

Address _____

Phone Number _____

City _____ **State** _____ **Zip Code** _____

Fax Number _____

Email _____

Website _____

Person to Contact _____

Remittance Address:

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

Name _____

Address _____

Phone Number _____

City _____ **State** _____ **Zip Code** _____

Fax Number _____

Person to Contact _____

Terms _____

Discounts _____

Bid Address

(Complete the following information for receiving requests for bids and proposals.

Name _____

Address _____ **Phone Number** _____

City _____ **State** _____ **Zip Code** _____ **Fax Number** _____

Email _____ **Website** _____

Person to Contact _____

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 Number** _____

**This form may and its data can be saved and emailed. E-mail a copy to: ssimpson@townofaberdeen.net
Or it can be printed and mailed 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>**