



## 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](mailto: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>**