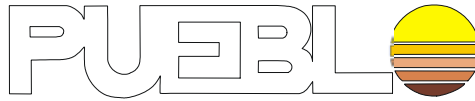


Naomi C. Hedden
 Director of Purchasing
 nchedden@pueblo.us



230 S. Mechanic
 Pueblo, CO 81003
 719-553-2350
 719-553-2351 FAX

**CITY OF PUEBLO
 PURCHASING DEPARTMENT**

HTE VENDOR INFORMATION WORKSHEET

FAX OR MAIL THIS FORM ALONG WITH A COMPLETED W-9 FORM

(This form is for the purpose of supplying the vendor with a Purchase Order, not to be placed on our bidders list)

ALL INFORMATION MUST BE FILLED OUT

Company Name:			
Remit To Address:			
City:	State:	Zip Code:	Phone:
Fax #:	Email Address:		
Person(s) to contact concerning payments:			
Name:	Title:	Phone:	

Corporation__ Partnership__ Sole Proprietorship__ Limited Liability__ Other _____

Tax ID Type: Social Security No.____ Federal Tax ID____ Tax ID Number _____

PAYMENT TERMS:

Do you give discounts if invoices are paid early? If so what percent (____ %) and within how many days (____ Days).

How many days after invoice is sent are payments due (Net _____); **or**

On what day of month are payments due (Day of Month Due: _____)

Does the City get a standard purchase discount? If so, what percent (____ %).

Purchase Order Address:			
City:	State:	Zip Code:	Phone:
Fax #:	Email Address:		
Person(s) to contact concerning Purchase Orders:			
Name:	Title:	Phone:	

Bid Address:			
City:	State:	Zip Code:	Phone:
Fax #:	Email Address:		
Person(s) to contact concerning Bid Requests:			
Name:	Title:	Phone:	

This business qualifies as a Minority Owned Business by virtue of active management by one of the following:			
<input type="checkbox"/> Minority Owned	<input type="checkbox"/> Woman Owned	<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Small Business

 Authorized Signature

 Date