



BOTETOURT

COUNTY OF VIRGINIA

PURCHASING DEPARTMENT

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VENDOR REGISTRATION

Please complete and submit the application below to add your firm to Botetourt County's list of qualified vendors.

Name of Firm:

Mailing Address:

City, State, Zip

Location(s):

Phone:

Fax:

E-mail Address:

Type of Business(circle): Manufacturer/Producer/Wholesaler/Retailer/Distributor
 Manufacturer's Agent/Service Establishment/Jobber

Type of Organization: Individual/Partnership/Corporation Year Established: _____

Federal ID #__- _____ State of Incorporation _____ Occupational License No. _____

NIGP CODE: (limit to 5 primary codes) _____

NIGP Code listing is available at: www.eva.virginia.gov

Look at "Resources" bottom right corner of webpage, see "NIGP Code Lookup"

Names of Owners/Officers:

Primary contact concerning quotes/bids:

Contact Name/title

Phone

Email

Please provide references consisting of your financial institution and previous clients.

Financial Institution

Name
Address
Contact Name
Phone Number
Type of Accounts

Client References

Name
Address
Contact Name
Phone Number

Name
Address
Contact Name
Phone Number

Name
Address
Contact Name
Phone Number

By submitting this Application I certify that the information supplied herein is correct. I understand that this Application is subject to review and investigation prior to validation for placement on approved Bidders Mailing Lists. I further understand that failure to respond to three consecutive bid requests may be cause for suspension.

Submitted by:

Name:

Title:

Date: