

SUPPLIER/CONTRACTOR INFORMATION SHEET

I. Supplier's Name : _____
Address : _____

Telephone No. : _____
Fax No. : _____

II. Business Organization (Check One)

- a) Single Proprietorship
- b) Partnership
- c) Corporation : Authorized _____
 : Subscribed _____
 : Paid-up _____
 : Net Worth _____

III. Name of Owner(s) / Incorporators:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

IV. Product Line(s): If distributor, please indicate name(s) of principal and attach a copy of your appointment.
 If Contractor, please indicate your expertise and classification and/or category.)

V. Contact Person(s):

<i>Name</i>	<i>Position</i>

VI. Accountant In-charge:

Name of person : _____
E-mail Address : _____

VII. Services

- a) Production Capacity and/or No. of Months Inventory Supply
- b) Mode/Term of Delivery:
- c) After Sales Services:

- 1. Warranty : _____
- 2. Del. Leadtime of Items for Replacement : _____
- 3. Technical Services Offered : _____
- 4. Other Services : _____

VIII. List of Clienteles:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

IX. Bank References:

<i>Bank Name</i>	<i>Account Number</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

X. Environmental Concerns

- a.) Please check the following environment friendly practices applicable to your organization.
 - Energy Conservation (*Conservation of electricity, water, etc.*)
 - Waste Segregation (*separates biodegradable from non-biodegradable wastes*)
 - Recycling/Reusing of Resources (*selling of used papers to recyclers, using the unused s. of a previously used paper, etc.*)
 - Others (*please specify*) _____
- b.) Do you use hazardous chemicals in your operation? _____ Yes _____ No _____ Do not know
- c.) Do you generate hazardous wastes in your operation? _____ Yes _____ No _____ Do not know
- d.) Are you aware of any environmental legislation applicable to your organization?
 - _____ Yes
 - _____ No
 - _____ Do not know

