

**VENDOR INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Company Name/Vendor Name** | **Tax ID (FEIN or last 4 SSN)** | **Vendor ID (if applicable)** |
|  |  |  |
| **Vendor Contact** | **Title** |
|  |  |
| **Vendor Address** |
|  |
| **Payment Address (if different)** |
|  |  |  |
| **Phone** | **Fax** | **Vendor Email** |
|  |  |  |
| **Tax Exempt (Y or N)** | **Vendor Website & Social Media Usernames** |
|  |  |

**ORGANIZATION TYPE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Corporation** |  | **Individual/Sole Proprietor** |  | **Joint Venture** |
|  | **LLC** |  | **Partnership/Limited Partnership** |  | **Non-Profit** |

**ACCEPTED FORMS OF PAYMENT**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Cash** |  | **Credit Cards** |  | **Check** |  | **Electronic (Venmo, PayPal, etc.)** |

**DESCRIPTION OF VENDOR GOODS/SERVICES**

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| --- | --- | --- | --- |
| **INTERNAL USE ONLY** | **Vendor ID** | **Date Received** | **Vendor Confirmed (Y/N)** |
|  |  |  |

2975 65th St., Fennville, MI 49408 | summerhouselavenderfarm.com | summerhouselavender@gmail.com