



# SUPPLIER INFORMATION FORM

RETURN TO:

Address	
Email	
Fax	
Attn	Accounts Payable

DO NOT WRITE IN THIS BLOCK – NPL USE ONLY	
AREA MANAGER APPROVAL	
DATE	
IF A SUBCONTRACTOR, INDICATE DOCUMENTS ATTACHED	Subcontract Agreement
	Certificate of Ins
IF A LEASE, INDICATE DOCUMENTS ATTACHED	Lease Agreement
	Lot Agreement

**THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND W-9 ATTACHED**

**\*If estimated spend is in excess of \$10,000 annually, please attach one of the following:**

(1) Business License (2) Contractor's License (3) Current Financial Statement (4) Lease Agreement

**Please Print or Type Name:**

Company Name	
Street Address	
City	State
Zip Code	

DBA	
Contact Name	
Telephone	Fax
Contact Email	

**Remit to Address if different than above:**

Street Address	
City	
State	
Zip Code	

Payment Terms			
Discount Terms			
Do you accept MasterCard?	Yes		No
Do you collect Sales Tax?	Yes		No

**General Business Information:**

List All Officers/Partners/Owners <i>(Attach additional sheet if necessary)</i>			
Number of Employees		How long in business?	
State of Organization		D & B #	

**Women, Minority and Disabled Veteran Business Enterprises (WMDVBE) Please select a single category:**

Women Owned (WO)	Disabled Veteran Owned (DVO)		
Minority Owned (MO) – (If Minority Owned, please check one of the below selections):			
Asian Pacific American (APA)	Black American (BA)	Hispanic American (HA)	
Native American (NA)	Other Groups (OG)		

**If WMDVBE certified, please provide the following information. Copies of your certification(s) must be submitted with this form.**

Certification Agency		City	
Expiration Date		State	
Certification No.			

**Under penalty of perjury, I certify that the above answers are true to the best of my knowledge.**

Prepared By		Title	
	<i>(print or type name)</i>		
Signature		Date Signed	
	<i>(authorized signature)</i>		

### Supplier's Statement of Understanding/Certification

To do business with NPL, each Supplier must certify (and, when submitting this Supplier Information Form, certification is thereby made) to having read, understood and abided by (or, in the case of new Suppliers, agreeing to abide by) NPL's General Terms and Conditions as well as all applicable provisions of the NPL Construction Co. Code of Business Conduct and Ethics, all of which may be found at [www.gonpl.com](http://www.gonpl.com). For purposes of the Supplier Information Form and the foregoing certification, the term "supplier" shall be given its broadest meaning and shall include any vendor, contractor, subcontractor, or any other such provider of services and/or products to NPL or on behalf of NPL. All invoices must be submitted to NPL within 60 days of completion of the task, work, or project for which the invoice applies; submittal beyond the 60 day period shall be subject to an administrative fee of 10%, which amount shall constitute liquidated damages sustained by NPL.