

William Douglas Management Co.

P. O. Box 37109 Charlotte, N. C. 28237-7109 • 704/347-8900 • Fax 377-3408

New Vendor Information Form

To speed up payment of your invoices please fill out the following information and return along with the needed items below as soon as possible. Fax to 704-377-3408 or email to docs@wmdouglas.com

(1)

Company Name: _____

Mailing Address: _____

Phone Number: _____

Name of Contact: _____

Contact's Number (if different from above): _____

(2)

Please include a signed IRS Form W9.

(3)

Please have your insurance provider forward an Insurance Certificate noting General Liability and Workers Compensation to:

William Douglas Management Co.
PO Box 37109
Charlotte, NC 28237-7109

William Douglas Management needs the Additional Insured Endorsement

If you have any questions please contact the Accounting Department at 704-347-8900.