

# CONTRACT REQUEST

## CONTRACT REQUESTER

Date of request: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## VENDOR INFORMATION

Legal name: \_\_\_\_\_

***Please note: name & address on invoice must match name & address in system/PaymentWorks.***

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Vendor status:    Current                      New

## CONTRACT INFORMATION

Description of service: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*\*\*\*FOR CLOUD, OR ONLINE HOSTED SERVICES AND APPLICATION, PLEASE WORK WITH FREDDY AUNG.**

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Total contract amount: \_\_\_\_\_

Payment installment(s)/dates: \_\_\_\_\_

\_\_\_\_\_

Purpose/benefit: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Funding source: \_\_\_\_\_