



**Purchasing and Contracts**

**Vendor Registration Form**

Completing and returning this form enables your firm to receive appropriate future invitations for sealed bids and proposals for purchases greater than \$20,000.00. Current village policy requires that we obtain three (3) quotations for all purchases under \$20,000.00. Therefore, this is not a promise from the village that your firm will receive every available quotation request.

By completing and submitting the form below, you will be registered to do business with the Village of Schaumburg. Form must be completed in full.

1. Name of Business:

\_\_\_\_\_ Corporation?  yes  no

2. FEIN - Federal Employer's ID Number (if individual, Social Security Number):

\_\_\_\_\_ (Submit completed copy of W-9 with your registration.)

3.. Address to which bids or purchase orders are to be mailed:

\_\_\_\_\_ (Street or P O Box)

\_\_\_\_\_ (City)

\_\_\_\_\_ (State)

\_\_\_\_\_ (Zip Code)

4. Contact person:

\_\_\_\_\_

5. Telephone Number (include area code):

\_\_\_\_\_

6. Toll Free Telephone Number (if available):

\_\_\_\_\_

7. Fax Number :

\_\_\_\_\_

8. E-Mail :

\_\_\_\_\_

9. Remittance Address:

\_\_\_\_\_ (Street or P O Box)

\_\_\_\_\_ (City)

\_\_\_\_\_ (State)

\_\_\_\_\_ (Zip Code)

10. Vendor supplies: Goods \_\_\_\_\_ Services \_\_\_\_\_

General Description of Goods/Services offered:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Vendor's WebSite Address (if available):

\_\_\_\_\_

Fax completed registration form to: (847) 923-2381

or

Email to: [jwilliams@ci.schaumburg.il.us](mailto:jwilliams@ci.schaumburg.il.us)