



## Request for Vendor documents

Dear Vendor:

In review and audit of your documents and/or accounts, our records indicate that your presented documents/account is missing the following below. Do mail to our address below for processing. We will communicate with you via mail and/or email as needed:

- Executed W-9 with accurate company type- LLC, Trust, Inc, etc
- MSA- Master Service Agreement
- COI- Certificate of Liability Insurance
- Address change
- Name change- DBA, etc
- Missing invoice-
- Missing receipt-
- Other documentation-

Mailing Address: PO Box 20134. Sugar Land, TX 77496

Phone number- 832-886-4420

Thank you,

Management