



Vendor Profile

Section I

Business Name: _____

DBA (If Applicable) _____

Business Address: _____

City, state, zip: _____

Contact Name: _____

Contact Title: _____

Contact Phone/ Fax: _____

Email: _____

Web Address: _____

Describe the type of product/service your company provides:

Section II

Are you FSC Certified? No Yes

Are you a Diverse Supplier? No Yes, please check all that apply:

<input type="checkbox"/> Woman-Owned Business	<input type="checkbox"/> Minority-owned Business
<input type="checkbox"/> HUBZone business concern	<input type="checkbox"/> 8(a) business concern
<input type="checkbox"/> Small Disadvantaged business	<input type="checkbox"/> Veteran-owned business
<input type="checkbox"/> Service disabled veteran owned business	
<input type="checkbox"/> Small business (US Small Business Administration cert. only)	
<input type="checkbox"/> HBC/U (Historically Black Colleges & Universities)	

~ Suppliers claiming status must be registered at www.sba.gov or www.SAM.gov

Section III

The law requires recipients of various type of payment to furnish identification numbers to payers required to report such payments to the Internal Revenue Service. In order to comply with this law, please fill out the section below and return promptly via e-mail: ap@towne.com or Fax (714) 540-3266 Attn: Jenny Phan.

Federal ID # _____ Or Social Security #: _____

Please check your reporting status: (check one)

- Individual Proprietorship Partnership Corporation
 Non Profit or Governmental Other (describe: _____)

Section IV

Acknowledgements: Suppliers are an integral part of our success and we expect you to comply within the parameters of our Code of Conduct, and thus all aspects of our business partnership should be conducted in an ethical, socially responsible, and legal manner.

- Conflict of Interest Statement:** Suppliers are naturally involved in business relationships with other companies, including competitors of Towne. These relationships must never compromise, or reasonably appear to compromise your business responsibilities or ability to make sound, impartial, and objective business decisions in connection with your engagement with Towne. **Initial & Date:** _____
- Gifts and Gratuities.** To avoid the appearance of a conflict of interest,
- Suppliers should not offer gifts, entertainment, or travel to a Towne employee, nor is acceptance of these permitted beyond a nominal value (retail value \$50 or less). Items such as these should never be on a regular or multiple basis.
 - Promotional Items with advertising such as pens, pencils, calendars, etc. given in the normal course of business are acceptable if reasonable in nature.
 - Supplier must not offer bribes, kickbacks, payoffs or other unusual or improper payments to Towne employees.
 - Vendor-paid travel, accommodations, or expenses are not allowed unless approved in advance by the Chief Executive Officer (CEO).
 - Vendor-paid wages, salaries, consulting fees, referral fees, commissions, etc., paid directly to an employee are prohibited.
 - Cash awards or prizes to staff members who are winners of a supplier-sponsored contest (except when such cash award or prize becomes the property of the Company) are prohibited.
 - Obtaining discounted prices for personal items from vendors if they are not routinely provided to other Company employees is prohibited.
 - Lunches or gifts of food for entire departments or teams may be accepted.
 - Vendor should disclose any offers or requests for gifts or favors or other questionable behavior by our employees to Senior Management.
- Initial & Date:** _____
- Purchase Orders are required.** Towne AllPoints will not process any vendor invoices without a valid Purchase Order. All vendors must receive Purchase Order Numbers before beginning any work. **Initial & Date:** _____
- In order to ensure timely processing, please submit all original invoices to AP@towne.com or Towne AllPoints, Attention: Accounts Payable Department, 3441 W. MacArthur Blvd, Santa Ana, CA 92704

Signature: _____ Title: _____

Date: _____