



# City of Stuart

121 SW Flagler Avenue • Stuart • Florida 34994  
 Department of Financial Services  
 Procurement & Contracting Services Division  
 772-288-5320

## NEW VENDOR WORKSHEET

Please complete and fax completed form to 772-600-0134 or  
 Email to [purchasing@ci.stuart.fl.us](mailto:purchasing@ci.stuart.fl.us)

<b>Name of Firm</b>	<b>TYPE OF ORGANIZATION</b> 1. <input type="checkbox"/> Corporation 2. <input type="checkbox"/> Sole Proprietor 3. <input type="checkbox"/> Government Agency 4. <input type="checkbox"/> Partnership 5. <input type="checkbox"/> Individual 6. <input type="checkbox"/> Other: _____
<b>Name of Owner</b>	
<b>FEIN</b>	
<b>CERTIFIED BY OFFICE OF SUPPLIER DIVERSITY (OSD)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>TYPE OF CERTIFICATION</b> 1. <input type="checkbox"/> MBE 2. <input type="checkbox"/> MWBE 3. <input type="checkbox"/> SBA 4. <input type="checkbox"/> SDB 5. <input type="checkbox"/> DVBE 6. <input type="checkbox"/> Other: _____
<b>Remit to Address for Payment</b>	
<b>Address for Purchase Orders</b>	
<b>Telephone #</b>	
<b>Fax #</b>	
<b>Email</b>	
<b>Contact Person</b>	
<b>Describe the services and/or products offered by your firm, including NIGP commodity codes.</b>	