

TRADE PARTNERS REGISTRATION FORM

Vendor Information

Vendor Name: _____

Vendor Trade: _____

Address: _____

City, State, Zip: _____

Vendor Phone: _____

Owner Information

Contact Name: _____

Mobile No.: _____

Alternate No.: _____

Email Address: _____

Tax and License Information

EIN or SSN: _____

Contractors Lic: _____

Occupation Lic: _____

Lien Waiver Signatories

Additional Documentation Required

____ Proof of Liability Insurance.

____ Form W-9

____ Proof of Workers Compensation.

TRADE PARTNERS POLICIES AND REQUIREMENTS

Insurance Requirements

FT Built LLC must be provided a valid certificate of insurance from you listing FT Built LLC as “Additional Insured” with a minimum of the following limits.

General Liability: \$1,000,000 per Occurrence and Person.
 \$2,000,000 for General and Aggregate Products.

Workers Compensation: \$100,000 per Occurrence and Person.
 \$500,000 for General and Aggregate Products.

Additional Insured: FT Built LLC
 9100 Conroy Windermere Rd STE 200
 Windermere, FL 34786

Invoicing and Payments

All invoices must include the Project Name.

Invoices should be submitted each Friday for work completed through Thursday.

Checks are issued on a two-week cycle.

Lien wavers must be signed before checks are issued.

Submitting Invoices

Invoices should be submitted via email to office@ftbuilt.com.

Additional Work

No additional work should be performed without a new estimate being accepted or a change order being issued.

I have read, received and understand Vendor Policies and Requirements for FT Built LLC and am willing to comply with the above policies and requirements.

Signature: _____

Vendor: _____

Title: _____

Date: _____

