



Mission Property Group
1124 Nipomo St., Suite C
San Luis Obispo, CA 93401
Ph. 805.512.9502 Fx. 805.512.9512
Info@missionpropertygroup.com

Vendor Requisition

Date: _____

Vendor Name:

Phone: _____ FAX: _____

Specialty/Trade:

Can we set up a charge account?

Typical payment schedule (Net 15/30)?

Do you take Credit Cards? YES NO

Do you have a fax machine? YES NO

Do you or your company have e-mail? YES NO

Can you provide a written account of the work you provide? _____

What is your Job completion notification?

What is your quality control method?

Are your systems computerized?

Are your dispatching systems computerized and have the ability to insert notes pertaining to jobs?

Are your bills able to sent electronically/or via fax?

Do you have any job limitations?



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Are you bonded and insured (dollar value of each)?

Do you have a valid contractors/or any license to practice business?

What are your geographic limitations?

Do you offer Itemized billing statements and employee/job specific notes?

Do you have a quotation fee?

What is your basic hourly rate?

Do you offer flat rate pricing?

Discount pricing based on volume?

Are there any hidden fees such as, acct activation, use, or mileage, after hour charges? If so what are they? _____

What are your standard hours of operation? Do you offer an after-hours calling service?

Authorized Vendor Signature:

Date: _____