

# Vendor Information Request Form Sample

The **vendor information request form sample** streamlines the collection of essential vendor details for efficient procurement and record-keeping. This template ensures accuracy and consistency by guiding users through all necessary fields. Utilize this form to enhance communication and maintain organized vendor data.

**Vendor/Company Name \***

**Contact Person \***

**Address \***

**Phone Number \***

**Email Address \***

**Tax ID / EIN**

**Company Website**

**Goods/Services Provided \***

**Preferred Payment Terms**

--Select--

**Bank Details (if applicable)**

**Additional Comments**

Submit