



VENDOR REGISTRATION FORM

1. Identify area(s) of your organization's specialization:

- Administration / General Office
- Engineering
- IT / Telecommunications
- Library
- Parks and Recreation
- Public Safety (Police, Fire, EMS)
- Public Works (Street, Water, Sewer)
- Sanitation

2. Enclose one (1) printed literature package (catalog, price list, letter of introduction, business card, etc.) for each area of specialization checked above.

3. Complete the following information:

Company Name: _____
Street Address: _____
City/State/Zip: _____
Contact Person: _____
Telephone: _____
Fax: _____
E-mail address: _____
Federal ID #: _____
Payment Terms: _____

4. Mail information packet(s) and completed Vendor Registration Form to:

**Town of Highland Park
Attn: Accounts Payable
4700 Drexel Drive
Dallas TX 75205**

5. The Finance Department will forward your information to the appropriate Town department(s).

***Information received without a completed Vendor Registration Form shall be discarded.**

***Electronic submissions are NOT accepted.**