



PLEASE UPDATE YOUR CONTACT INFORMATION

Please remember to always update your mailing address, phone number, fax number and e-mail address so that you do not miss any important opportunities.

If you would like to receive bid notices to your e-mail address, please use the form below to update your vendor file. You may also add additional e-mail addresses so that various contacts are notified.

If you wish to be notified of bids pertaining to other commodities, please write them in and we will add your company under them. If you would like an updated list of the City of Hialeah commodities listing, please visit our website <http://www.hialeahfl.gov> and under department, Purchasing, vendor application, you will be able to view or download it.

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PLEASE PRINT CLEARLY

Vendor Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \* \_\_\_\_\_

Fax #: \_\_\_\_\_

Tax ID #: \_\_\_\_\_

- Physical Address
- Mailing Address
- Payment Address

\* You may have up to three different addresses for your company. If you need more space, please use the reverse side of this form.

Contact Person 1: \_\_\_\_\_

E-mail 1: \_\_\_\_\_

Contact Person 2: \_\_\_\_\_

E-mail 2: \_\_\_\_\_

Contact Person 3: \_\_\_\_\_

E-mail 3: \_\_\_\_\_

Additional commodities: \_\_\_\_\_

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