

731 S 8<sup>th</sup> St  
Canon City, CO 81212  
Tele: 719-276-1703  
800-800-5914  
Fax: 866-779-0036



## AGENCY REFERENCE SHEET

DATE \_\_\_\_\_

AGENCY NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

FEDERAL EMPLOYER ID # (FEIN): \_\_\_\_\_ **COPY OF TAX EXEMPT CERTIFICATE IF APPLICABLE**

SHIPPING ADDRESS (if different from above) \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

### CONTACT INFORMATION:

PURCHASING: (Name) \_\_\_\_\_

ADDRESS (if different from above) \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ email: \_\_\_\_\_

ACCOUNTS PAYABLE: (Name) \_\_\_\_\_

ADDRESS (if different from above) \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ email: \_\_\_\_\_

OTHER: (Name) \_\_\_\_\_

ADDRESS (if different from above) \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ email: \_\_\_\_\_