



Vendor's Set-up Form

Vendor's Information (legal name = name on the cheque)

Vendor's Legal Name: _____

Vendor's Current Address: _____

City: _____ Province: _____ Postal Code: _____

GST# _____

WCB# _____ (Please attach a WCB Clearance Letter when submitting this form)

WCB account number and the clearance letter is Required for all Trades and Sub-contractors

Contact Information

Main Contact Person's Name: _____ Email: _____

Phone: _____ Ext.: _____

Accounting Contact Person's Name: _____ Email: _____

Phone: _____ Ext.: _____

Liability Insurance Information* (required for all Trades and Sub-contractors)

Insurance Provider's Name: _____

Insurance Policy #: _____

Insurance Expiry Date: _____

Insurance Coverage Amount: _____

Vendor's Authorization

Please sign below to confirm that you are an authorized person of your company and would like to set up your company as a vendor with Western Peak Homes and the information provided on this form is accurate and update to date.

Print Name: _____ **Title (Position):** _____

Signature: _____ **Date:** _____

Please submit the completed form to Western Peak Homes at info@westernpeakhomes.ca