

**INSTRUCTIONS  
SUPPLIER AGREEMENT**

<u>Page No</u>	<u>Section</u>	<u>Description</u>
<b>1</b>	Intro	<b>Project Description:</b> Provide Project name and details for identification purposes.
<b>1</b>	Intro	<b>Parties:</b> Both “Supplier” and “Contractor” should be identified using full legal name under which contract is to be executed, including the state of formation and entity type (i.e. “a Washington limited liability company” or “a Washington corporation”). Where appropriate, a copy of resolution authorizing individual to act on behalf of entity should be attached.
<b>1</b>	Intro	<p><b>Property:</b> Represents the Property that is the subject of the construction contracts.</p> <p><b>Address:</b> Add the street address of the Property.</p> <p><b>County:</b> Identify the county in which the Property is located.</p> <p><b>Tax Parcel Number:</b> Identify the tax parcel number (also known as the “Assessor’s Parcel Number” or “APN” in certain counties).</p> <p>If applicable, include other identifying information about the property, including but not limited to (1) official name or title of facility; (2) proposed building usage; and (3) size and capacity.</p>
<b>1</b>	Intro	<b>Date:</b> Represents date Agreement is signed by both parties and becomes effective.
<b>1</b>	Preamble	<b>Date:</b> May represent date of oral agreement, date Agreement originally submitted to the other, date authorizing action taken, or date of actual execution/signature
<b>1</b>	Preamble	Provide <u>Contractor</u> name using full legal name under which Agreement is to be executed, including the state of formation and entity type (i.e. “a Washington limited liability company” or “a Washington corporation”).
<b>1</b>	Preamble	Provide <u>Supplier</u> name using full legal name under which Agreement is to be executed, including the state of formation and entity type (i.e. “a Washington limited liability company” or “a Washington corporation”).
<b>1</b>	1	<b>Scope:</b> Provide a specific and detailed list of the Work to be completed.
<b>1</b>	2	<b>Price:</b> Insert description of payment schedule based on delivery. Note: Contractors may have separate agreements related to payment based on invoices received.

3	8.6	<b>Notices:</b> Addresses of Supplier and Contractor for delivery of notice relating to the Agreement.
4		<p><b>Signatures:</b> Contractor – Individual who has authority to sign on behalf of company, include printed name, title, date, and Contractor Registration No.</p> <p>Supplier – Individual who has authority to sign on behalf of company, include printed name, title, and date.</p>
5	Schedule 1	Provide a detailed list specifying the materials, equipment, facilities, etc. to be supplied by Supplier and quantities, if applicable, for each.