



Vendor Profile Contract

Your Company Information	
Company Name:	Primary Phone #:
Street Address:	Office Fax #:
City:	Normal Business Hours:
State:	Federal Tax ID:
Zip:	Federal Tax Classification:
Website:	Do you provide emergency services? Please list the phone number, if different.

Primary Contact:	Email:	Phone:
Secondary Contact:	Email:	Phone:
Number of Technicians:		
Number of Trucks:		

Contact Information		
Dispatch:	Phone:	Email:
Main Contact:	Phone:	Email:
Accounts Receivable:	Phone:	Email:
Emergency Contact:	Phone:	Email:

Legal Status			
Contractor License #:			

Special Status			
Minority Owned	Women Owned	Veteran Business	Persons with Disabilities Owned
Union	Non-Union		

Services and Rates

Identify the services your company self performs and provide your hourly rates for those services. EDC does not allow sub-contracting any work without the written consent of EDC. Rates should include applicable tax.

Service	Hourly Rate	Emergency Rate	Non-Emergency After Hours Rate	Holiday Rate
Appliance				
Board-up				
Carpentry				
Ceiling				
Door				
Electrical (Licensed)				
Flooring				
General Contractor				
Glass				
Handyman				
HVAC (Licensed)				
Lock				
Networking				
Overhead Door				
Painting				
Plumbing (Licensed)				
Refrigeration				
Restaurant Equipment				
Sign				
Wall Covering				

Other:

Material Markup:	Trip Charges:

***Vendor expressly agrees to: (1) strictly comply with all check in/out for every job; (2) provide before and after pictures in satisfactory form; (3) obtain job sign-off from EDC’s customer in proper form; and (4) provide itemized invoices to EDC within 5 calendar days.**

Your company’s rates listed above will remain in effect until an updated Vendor Profile Contract is approved by an officer of EDC Facilities Maintenance, LLC (“EDC”). Invoices must be billed at the rates in this Vendor Profile Commitment (“VPC”). This VPC expressly incorporates by reference the EDC Vendor Services Agreement (“VSA”), as updated from time to time, which is available at: <http://www.edcsg.com/contact/vendor-documents/>. By signing this VPC and/or performing a Work Order, Vendor expressly accepts and agrees to all terms and provisions contained in the VSA. Furthermore, by signing this VPC, the undersigned represents and warrants they are duly authorized to bind the Vendor to all terms and conditions of both this VPC and the VSA. To the extent that the undersigned does not have authority to bind the Vendor, then the undersigned personally guarantees all of Vendor’s

Name:	Signature:	Title:	Date: