

## Supplier/Vendor Contact Info

To simplify your business, keep a contact sheet for each of your suppliers/vendors.

<b>Name</b>	
<b>Phone Number</b>	
<b>Fax Number</b>	
<b>Website</b>	
<b>Contact</b>	
<b>Contact Direct Line #</b>	
<b>Contact Email</b>	
<b>Product(s) Provided</b>	
<b>Minimum Order Amount</b>	
<b>Return Policy</b>	
<b>Additional Notes</b>	