



VENDOR REGISTRATION FORM

I Request Type (check one) New Change or Other

II. Federal Tax ID Number: [REDACTED]

III. Vendor Name: NAH, LLC

1099 Indicator (check one) [REDACTED]

W-9 Attached (check one) [REDACTED]

If tax-exempt, attach proof of tax exemption. Category: (e.g., store, landlord, hotel, supplier, etc.)

IV. PURCHASING ADDRESS: (To receive purchase order.)

8300 Greensboro Dr. Suite 1000
McLean, VA 22102

Contact Name: Devon Henry Phone Number: 7573535639 Fax Number:

Email Address: dhenry@teamhenryent.com

V. REMITTANCE ADDRESS: (To receive payment.)

p.o. box 3252
Henrico, VA 23228

Contact Name: Devon Henry Phone Number: 7573535639 Fax Number:

Email Address: dhenry@teamhenryent.com

VII. VENDOR APPROVAL AUTHORIZATION:

The undersigned hereby represents, warrants and certifies that he/she is duly authorized to sign and submit this Vendor Registration Form.

Authorized by: (Print Name) Devon Henry Title: Managing Member

Signature: [Signature] Date: 7/10/20

VI. AGENCY REQUEST:

Requested by: Print Name _____ Signature: _____

Department Name: _____

Date: _____ Phone: _____

The approver below certifies that he/she is properly authorized to submit this document, that the vendor is properly authorized to conduct business with the City of Richmond in accordance with established Procurement and Finance Policies, and that no ethical or conflict of interest policies and procedures will be violated as a result of this submittal.

Authorized by: (Print Name) _____ Signature: _____

Instructions

** Procurement Services reserves the right to request additional information before activating a Vendor Profile. **

1. Complete entire form. Incomplete forms will be returned or discarded if requester is unknown.
2. Provide complete Company Name and Address, including Zip Code (zip code + 4 when available). Use two letter state code (e.g., VA - Virginia)
3. If tax-exempt, attach proof of tax exemption.
4. Provide the name, phone number and email address of primary Contact Person for the vendor address. Provide Fax Number if available.
5. Purchasing Sales Address is where the Purchase Order is sent
6. Remittance address is where the Vendor Payment is sent
7. Provide the Requestor's name (from the City of Richmond), and phone number.