

# McLennan County

**Purchasing Department**  
214 North 5<sup>th</sup> Street  
Waco, Texas 76701  
Telephone: 254/757-5016  
Fax: 254/757-5068

## **VENDOR INFORMATION/REGISTRATION FORM**

### **Information and Instructions**

Please forward this information/registration form to the McLennan County Purchasing Department, 214 North 5<sup>th</sup> Street, Waco, Texas 76701, or fax to 254/757-5068 attn: Becky Stephens. Vendors are encouraged to keep the Purchasing Department advised of any pertinent changes (i.e. contact information, product or service changes).

Please list on your registration form any products or services you are interested in bidding. A listing of current McLennan County Bids can be found on our web site. Your business will be entered on vendor lists according to the information received. Bids are generally sent via e-mail; therefore, please advise if an alternate method is needed. The submission of this form does not mean you will automatically receive a bid notification on every eligible bid. It is the responsibility of the vendor to watch for newspaper and web site advertisements.

We appreciate your interest in being placed on our Vendor List. If we can be of further assistance or answer any questions, please feel free to call the McLennan County Purchasing Department at 254/757-5016.

**Date:**

**Company Name:**

**Address:**

**City:**

**State:**

**Zip:**

**Remit to Address:**

**City:**

**State:**

**Zip:**

**Phone:**

**Fax:**

**E-Mail Address:**

**Contact Person:**

**Type of Business:**

**List All Commodities/Services of Interest**