

Lloyd Wayne Homes

Contractor & Vendor Information Sheet

Revised July 12, 2010

Business Name: _____ Web Site: _____

Owner(s) or Officer(s): _____

Business Phone: _____ Fax: _____

Cell Phone: _____ Email: _____

City/State/Zip: _____

1. For Contractors that are paid weekly, invoices are due on Monday for work completed the previous week. For Vendors and Suppliers that are paid on the tenth of the month, invoices are due by the end of the month for materials delivered by the twenty fifth of the previous month. We prefer that you email invoices and statements to: accounting@lloydwayne.com or mail them to the address below.

2. Do you carry Comprehensive General Liability Insurance of at least \$500,000? Lloyd Wayne Homes will need to be named as "Additional Insured with Waiver of Subrogation in our favor".
____ Yes, a certificate will be mailed to the address below.

____ No, I understand and authorize a deduction for General Liability Insurance.

3. Do you carry Workers Compensation Insurance?

____ Yes, a certificate will be mailed to the address below.

____ No, I elect to sign an Independent Contractor's Affirmation, therefore no deduction is necessary.

Signature and Title _____ Date _____

Attachments: W9
Independent Contractor's Affirmation/Workers' Compensation Waiver

Lloyd Wayne Homes

PO Box 5105

Georgetown, TX 78627

Phone 512.819.0085

Fax 512.869.0073

Email: accounting@lloydwayne.com for Invoices, Bills, and Statements.

bids@lloydwayne.com for Proposals, Bids, Estimates, and Takeoffs.