

Finance Department  
14700 S. Ravinia Avenue  
Orland Park, IL 60461  
708.403.6100  
[www.orlandpark.org](http://www.orlandpark.org)



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## CONTACT INFORMATION FORM

### BUSINESS INFORMATION

Business Name: \_\_\_\_\_

Remit-To Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

General Email: \_\_\_\_\_ Business Contact #: \_\_\_\_\_

### PURCHASING CONTACT INFORMATION (authorized to receive Purchase Order notifications)

Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Direct Contact #: \_\_\_\_\_ Fax: \_\_\_\_\_

### ACCOUNTS PAYABLE CONTACT INFORMATION (authorized to receive payment notifications)

Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Direct Contact #: \_\_\_\_\_ Fax: \_\_\_\_\_

Please complete and return this form via e-mail to [purchasing@orlandpark.org](mailto:purchasing@orlandpark.org) or return by mail to Village of Orland Park, ATTN: Brandi Watson, 14700 S. Ravinia Avenue, Orland Park, IL 60462.

#### OFFICE USE ONLY:

Vendor # \_\_\_\_\_

Date Received: \_\_\_\_\_

Completed on: \_\_\_\_\_

Completed by: \_\_\_\_\_