



**FACSIMILE TRANSMITTAL SHEET**

TO:	FROM:
COMPANY:	DATE:
FAX NUMBER:	TOTAL NO. OF PAGES INCLUDING COVER: <b>2</b>
PHONE NUMBER:	SENDER'S PHONE:
RE: <b>REQUEST FOR AGREEMENT / CONTRACT COPY</b>	SENDER'S FAX NUMBER: <b>1-888-968-8727</b>

VendorTraQ is a contract compliance company hired to collect current copies of all agreements and contracts for \_\_\_\_\_. Attached you will find an authorization and release form from the client. We have a **48-hour** turn-around time to collect all agreement and contract copies. Please answer the questions below and sign as confirmation of this request.

**Please attach a contract copy (all pages) if applicable and fax it with this form to: 1-888-968-8727.**

We appreciate your prompt assistance. Any questions should be directed to Shannon Laurin 1-888-968-8727.

**PLEASE ANSWER THE FOLLOWING QUESTIONS BASED ON YOUR COMPANY'S RECORDS:**

- Current Agreement in effect and on-hand with this client?** (Circle one) Yes No
- Length of Current Agreement?** (Circle one) Month-to-Month Months #\_\_\_\_\_ (12,24,36...)
- Automatic renewal / roll over?** (Circle one) Yes No
- If yes above, renews for: (Circle one) Like Term Month-to-Month Other\_\_\_\_\_
- Original Agreement Start Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_\_
- Original Agreement End Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_\_
- \_\_\_\_\_ # of days (30,60,90,120, etc) notice required to terminate the agreement (if any) prior to agreement end date
- \_\_\_\_\_ # of total pages in agreement (please count front and back sides as two separate pages)

SIGNATURE: \_\_\_\_\_ PRINTED NAME \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EXT: \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

***PLEASE FAX BACK COMPLETED AND SIGNED SHEET WITH THE CURRENT AGREEMENT ATTACHED***

***PLEASE RETURN COMPLETED FORM, EVEN IF THERE ARE NO AGREEMENTS WITH THIS CLIENT***