



Wear Parts & Equipment Co., Inc.  
20 100 E. 35<sup>th</sup> Drive  
Aurora, CO 80011  
303-287-1966 Office  
303-288-2204 Fax  
<http://wearpartsco.com>

## Agency Information Request – Page 1

In the event of an award, Wear Parts requests the following information to be provided by the buying agency to ensure we have complete information for proper billing and delivery of materials. Both pages should be completed and returned to Wear Parts with the Notification of Award:

### Accounts Payable Contact Information

Agency Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

FEIN: \_\_\_\_\_ Tax Exempt Number: \_\_\_\_\_

Accounts Payable Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Do you want invoices (check all that apply): Emailed? \_\_\_\_\_

Mailed? \_\_\_\_\_

If invoices should be emailed to a different address than the contact, please list it below:

\_\_\_\_\_

(The rest of this page intentionally left blank)

Ken Jones  
President  
[ken@wearpartsco.com](mailto:ken@wearpartsco.com)

Steve Ghormley  
Vice-President of Sales  
[steve@wearpartsco.com](mailto:steve@wearpartsco.com)

Zach Jones  
Vice-President of Operations  
[zach@wearpartsco.com](mailto:zach@wearpartsco.com)

Aaron Stull  
General Manager  
[aaron@wearpartsco.com](mailto:aaron@wearpartsco.com)

Ian Healy  
Municipal Specialist  
[ian@wearpartsco.com](mailto:ian@wearpartsco.com)



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## Agency Information Request – Page 2

### Credit Information

Bank Name: \_\_\_\_\_

Bank Contact: \_\_\_\_\_

Bank Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

### Shipping Information

Agency Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Receiving Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**If multiple ship-to destinations are required, please attach additional pages with complete information for each destination.**

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President  
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