



## COMMERCIAL VENDORS

THIS IS YOUR CHECK LIST, DO NOT SEND BACK TO US

### Due March 16, 2020

Application	
Order Form	
Health Department Form (If Required)	
Item List/Prices (Must be typed)	

### Due June 8, 2020

50% of Invoice Due	
Signed Contract	

### Due July 20, 2020

Insurance Certificate	
Worker's Comp Certificate	

### Due August 3, 2020

Any "NEW" additions or change requests due on Item List	
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### Due August 17, 2020

<b>FINAL</b> Payment Due, If your payment isn't in the office by 4:30pm a \$100 fine will be added to your bill.	
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**REMINDER: \$50.00 LATE FEE WILL BE CHARGED FOR EVERY FORM NOT TURNED IN ON TIME.**

Updated 02/11/2020