

COURT HOUSE GROCERIES

MASTER VENDOR APPLICATION: INDIVIDUAL & BUSINESS PROFILE

I. PRINCIPAL REPRESENTATIVE PERSONAL PROFILE

What it is: Background identification of the primary individual responsible for the business entity.

Benefit: Establishes a "Know Your Vendor" (KYC) protocol. By identifying the human representative behind the brand, Court House Groceries ensures accountability and builds a direct professional relationship for high-level communications.

FULL LEGAL NAME (FIRST, MIDDLE, LAST)

DATE OF BIRTH (MM/DD/YYYY)

SOCIAL SECURITY NUMBER (LAST 4) / GOVERNMENT ID

PERSONAL PHONE NUMBER

RESIDENTIAL ADDRESS (PRIVATE/CONFIDENTIAL)

II. BUSINESS LEGAL REGISTRATION

What it is: Official data regarding the commercial entity's formation.

Benefit: Validates that the business is a registered legal person capable of signing contracts and receiving payments. This protects the court's treasury and ensures all transactions are tax-compliant.

REGISTERED BUSINESS NAME (LEGAL)

DOING BUSINESS AS (DBA) NAME

FEDERAL TAX ID (EIN)

STATE OF INCORPORATION

PRIMARY BUSINESS WEBSITE / DIGITAL PRESENCE

COURT HOUSE GROCERIES

VENDOR OPERATIONAL & COMMUNICATION DIRECTORY

III. FACILITY & WAREHOUSE LOGISTICS

What it is: Physical locations where products are stored and dispatched.

Benefit: Essential for supply chain auditing and emergency response. Knowing where the product is housed allows for rapid quality site visits and ensures logistics compatibility with court vehicles.

PRIMARY WAREHOUSE PHYSICAL ADDRESS

WAREHOUSE MANAGER CONTACT

EMERGENCY AFTER-HOURS PHONE

IV. KEY DEPARTMENTAL CONTACTS

What it is: Direct lines to the functional areas of your business.

Benefit: Minimizes administrative friction. By mapping specific contacts for Sales, Finance, and Recalls, Court House Groceries can resolve issues in minutes rather than days.

SALES REPRESENTATIVE NAME

SALES EMAIL

ACCOUNTS PAYABLE MANAGER

BILLING EMAIL

QUALITY ASSURANCE CONTACT

RECALL COORDINATOR PHONE

COURT HOUSE GROCERIES

COMPLIANCE, ETHICS & BUSINESS HISTORY

V. BUSINESS EXPERIENCE & TRADE REFERENCES

What it is: A record of your performance with other major retailers.

Benefit: Peer verification. Providing trade references allows Court House Groceries to verify that you have successfully fulfilled Fortune 500-level orders in the past, reducing risk level for the court.

YEARS IN OPERATION

ANNUAL WHOLESALE REVENUE (OPTIONAL)

MAJOR REFERENCE 1 (COMPANY & CONTACT NAME)

MAJOR REFERENCE 2 (COMPANY & CONTACT NAME)

VI. LEGAL & ETHICAL DISCLOSURE

What it is: Mandatory declaration regarding business litigation or ethics violations.

Benefit: Integrity assurance. This section ensures the court does not partner with entities undergoing significant legal turmoil, maintaining the reputation of the Court House Groceries brand.

HAS THE BUSINESS OR ANY PRINCIPAL OFFICER BEEN INVOLVED IN BANKRUPTCY OR LITIGATION IN THE LAST 7 YEARS?

NO

YES (Explanation Required Below)

DETAILED EXPLANATION OF LEGAL DISCLOSURES

COURT HOUSE GROCERIES

VENDOR MASTER AGREEMENT & SIGNATURE

VII. DIVERSITY & CERTIFICATION STATUS

What it is: Classification of business ownership type.

Benefit: Allows Court House Groceries to meet supplier diversity goals and support local, veteran-owned, or minority-owned enterprises within the legal community.

Minority-Owned

Women-Owned

Veteran-Owned

Small Business (SBA)

Local Enterprise

HubZone Certified

VIII. INDIVIDUAL & CORPORATE ATTESTATION

What it is: The final legal bind between the individual and the corporate entity.

Benefit: By signing, the applicant assumes personal and professional liability for the accuracy of the application. This ensures that all data provided can be relied upon by the Court for legal contracting.

I, the undersigned, acting as the authorized Principal Representative for the aforementioned business, hereby submit this application to Court House Groceries. I certify under penalty of perjury that all personal and business information provided herein is accurate, complete, and verifiable. I understand that any false statement made in this application will result in immediate disqualification and potential legal action. I authorize Court House Groceries to perform background and credit checks as part of the vendor vetting process.

Full Signature of Principal Representative

Date Signed

Printed Name & Corporate Title

Company Seal / ID Number