

# Key Supplier/Vendor Information



Institute for Catastrophic  
Loss Reduction  
Building resilient communities

Use this form to record information about your current suppliers and ones you could use as an alternate choice.

Disaster-induced operational problems are not always connected to property damage. They include disruptions in the flow of supplies and in the ability to ship goods or deliver services. Your ability to resume operations also relies on the ability of your suppliers to deliver what you need on time.

*Save a blank version of this form so you can make additional copies as needed.*

Status  Current Supplier/Vendor  Back Up Supplier/Vendor

<b>Company Name</b>	
<b>Account Number</b>	
<b>Materials/Service Provided</b>	
<b>Street Address</b>	
<b>City, Province, Postal Code</b>	
<b>Company Phone (main)</b>	
<b>Website Address</b>	

## Contacts

<b>Primary Contact</b>		<b>Title</b>	
<b>Phone</b>		<b>Mobile</b>	
<b>Pager</b>		<b>Fax</b>	
<b>Email</b>			

<b>Alternate Contact</b>		<b>Title</b>	
<b>Phone</b>		<b>Mobile</b>	
<b>Pager</b>		<b>Fax</b>	
<b>Email</b>			

**Recovery Notes**

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A program of the Insurance Institute  
for Business & Home Safety