# Harker School Vendor Qualification Form

## Harker Information

The Harker School

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| Corporate Offices | Business Office | Accounts Payable Contact |
| 500 Saratoga Avenue | 4525 Union Ave. | PO Box 9067 |
| San Jose, CA 95129 | San Jose, CA 95124 | San Jose, CA 95157 |
| (408) 249-2510 |  | (408) 553-5762 (A-L)  (408) 553-5765 (M-Z)  (408) 553-5760 Manager |
| Fax (408) 984-2325 |  |  |
| http://www.harker.org |  | AccountsPayable@harker.org |
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Primary Good/Service Provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dep’t Requesting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Contact: \_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Vendor Information

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| Sales Contact | Purchase Order Remittance if different (Email or Fax) | Remittance if different (Email or Fax) |
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## Vendor Instructions

Please complete the attached form and either fax to 408-553-5767 or email to [AccountsPayable@harker.org](mailto:AccountsPayable@harker.org)

Please include a signed W9 or W8-BEN (Tax ID, etc.)

Please include a credit application if required for terms

Normal terms expected: Net 30

Provide bank information for electronic payment of invoices

Purchase Orders required