

## Basic Information Section: Vendor & Insurer Details

Vendor Name

ABC Supplies, Inc.

Vendor Address

123 Main St, Springfield, TX 75001

Contact Person

Jane Doe

Contact Email

jane.doe@abcsupplies.com

Insurer Name

National Insurance Co.

Policy Number

NI-6543210

Coverage Type

General Liability

Policy Expiry Date

2025-06-30

### Important Notes:

- Ensure all vendor and insurer information is accurate and up to date.
- Verify the policy number and coverage details with the insurer.
- Record the policy expiry date for timely renewal.
- This document serves as a basic reference for compliance audits.
- Keep copies of all supporting insurance certificates on file.