

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.