

**JAMES E. DECKER CONSTRUCTION  
VENDOR CHECKLIST & INSTRUCTIONS**

(Items 1-6 required as part of the Vendor Packet)

The following documents are required to be downloaded, completed and or provided to our office in Lakeland, Florida before we can issue you a contract. These documents are located on the same page in our website that you opened and downloaded this check list.

This checklist is to remain attached to the documents listed below as you assemble them. Please note that document in bold black are required in our office before a contract can be issued. Items shown in bold red are required before we can pay you or you can begin work at the site.

Be sure to place the documents the order in which they appear on the checklist. Once you have all the documents assembled, fax them to 863-248-8225.

The documents noted in red should also be uploaded into your company profile at our Webex website. Instructions, for the procedure to be followed, is in your Letter of Intent package.

**Caution - do not send any documents to us until you have them all. We will not process a partial package and it will delay your contract being issued. Payment for services or construction can't be processed until a contract has been fully executed.**

**1. W9:**

- Completely fill out and return

**2. Articles of Incorporation:**

- Must provide a copy

**3. Occupational License:**

- Must provide a copy

**4. Professional License:**

- Must provide a copy

**5. Insurance Certificates:**

- Certificates of Insurance must have exact wording under description of operations, certificate holders and limits must match sample

\*Additional Close-Out documents may be required: Product Data, As-Built Drawings, Operating Manuals, and Warranties