





# Vendor Due Diligence Form

Name **that you go by:** \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Logger Certification ID: \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Other Certification ID: \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Returning Vendors:

I have reviewed my W9 dated \_\_\_\_/\_\_\_\_/\_\_\_\_ and all information including mailing address [\_\_\_\_ IS \_\_\_\_ IS NOT] correct. *A new W9 will need to be completed if **any** information has changed.*

## All Vendors:

\_\_\_\_ I own the rights to the timber                      \_\_\_\_ I have permission from the owner to sell the bark of the timber

Logs will be sold to \_\_\_\_\_

Or used for \_\_\_\_\_

## I have supplied the following documentary proof

\_\_\_\_ Tax Map or Deed or Land Identifier **and**

\_\_\_\_ Timber Contract in my name or my company's name **or**

\_\_\_\_ Notarized letter from owner of Timber Contract specifying that I have the authority to sell bark or logs **or**

\_\_\_\_ Notarized letter from Landowner whose name appears on Deed that I have permission to sell the bark &/or the log, dates that permission is granted, and Landowner's full name, mailing address, and phone number.

## My harvesting practices are consistent with Conservation Values

\_\_\_\_ I will protect rare, threatened and endangered species

\_\_\_\_ I will protect rare, threatened or endangered ecosystems

\_\_\_\_ I will observe watershed protection and erosion control measures

\_\_\_\_ I will protect basic needs of local communities

\_\_\_\_ There is a forestry management plan for this tract.

\_\_\_\_ I do not violate Traditional or Civil Rights

**As a supplier of The Bark House® at Highland Craftsmen, Inc. I certify that the above is true and accurate:**

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Received by:

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Yard Manager, Bark House®

*Please complete the matrix on the back of this form*

Name of approved person	This person has my permission to...	
	...pick up my check(s)	...get info about my account
<input type="checkbox"/> <b>I do not approve anyone</b>		

Bark House® is hereby given permission as follows:

Any person listed above with a mark in the “...pick up my check(s)” column may pick up my check at any time, whether I call to inform Bark House prior to the pickup or not.

Any person listed above with a mark in the “...get info about my account” column may ask questions and get answers regarding my account, including but not limited to, information about:

- ) The amount of a check
- ) The amount of bark sold
- ) The last time bark was sold
- ) The phone number or address I have on file with Bark House

If an approval is changed or withdrawn, I will immediately inform Bark House in writing of the change. If I fail to inform Bark House in writing, I will not hold Bark House liable if my check(s) or information is passed to that person.

By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_