**6. Know Your Key Customers, Contacts, Suppliers, and Vendors**

Use this form to record information about current and alternate suppliers and vendors, as well as customers and other key contacts.

*Last Updated: Click or tap here to enter text.*

*Next Update: Click or tap here to enter text.*

**CONTACT TYPE:**

Current supplier/vendor  Backup supplier/vendor  Key customer/contact

**Company /Individual Name:** *Click or tap here to enter text.*

Account number: *Click or tap here to enter text.*

Materials/service provided: *Click or tap here to enter text.*

Street address: *Click or tap here to enter text.*

City, state, Zip: *Click or tap here to enter text.*

Company phone: *Click or tap here to enter text.*

Website: *Click or tap here to enter text.*

**Company Representative**

Primary contact: *Click or tap here to enter text.*

Title: *Click or tap here to enter text.*

Office phone: *Click or tap here to enter text.*

Mobile phone: *Click or tap here to enter text.*

E-mail: *Click or tap here to enter text.*

Alternate contact: *Click or tap here to enter text.*

Title: *Click or tap here to enter text.*

Office phone: *Click or tap here to enter text.*

Mobile phone: *Click or tap here to enter text.*

E-mail: *Click or tap here to enter text.*

Notes: *Click or tap here to enter text.*