

Vendor Agreement

Vendor Notification to:

Vendor

Fiscal Support Entity (FSE)

From (Consumer's name):

Purpose of Notification: This notice is a summary of the services I plan to purchase, the amount and cost of the services being purchased, and the time period in which I expect to use those services. This notice is for information purposes only and is not a contract.

Please review the service and cost information listed below and assure it accurately reflects the services/supports we discussed and that you agreed to provide. This notice can be changed as necessary and I will update you if there are significant changes to the services listed. I am responsible for ensuring there is enough money in my budget to pay for those services.

Vendor: please submit invoice (check which applies)

- Directly to me or my representative. I will review the invoice, verify it is correct and forward it to my FSE for payment.
 Directly to the FSE, with a copy of the invoice sent to me.

Please send me the invoice through (check one):

- electronically
 email
 fax

Please submit invoices at least one a month if services have been delivered.

Consumer/ Representative:

Address:
Phone:
Email:
Fax:

Please submit invoices at least once a month if services have been delivered. I have attached FSE billing information to this notice for your information.

Services will start on this date: _____ **Services will end on this date:** _____

Service Description	Unit (hourly, weekly, monthly per visit, etc.)	Cost per Unit	Number of Units	Total cost

I have attached billing information from my FSE to the notice for your information.

Consumer/Consumer's Representative (please print)

Date

Signature