

Contract Preparation Form

Company Details

Official Company Name: (must match the business license)	
Complete Physical Address of the Company:	
Company's Telephone Number: (include the country code)	
Company's Website URL:	
Company's Email Address:	
Company's Phone Number:	
Primary Recruitment Countries:	

Contract Signatory's Details

Contract Signatory's Full Legal Name:	
Contract Signatory's Title:	
Contract Signatory's Email Address:	

Please also submit:

- A copy of your most recent business license
- Updated [W-8BEN-E](#) or [W-9 Form](#)

Next Steps:

- Contract process may take about 3-4 weeks upon receipt of the above documents.
- BC's Contract Office will send the renewal message via Adobe Acrobat to the signatory officer's email. Please check your inbox, junk and clutter folders.
- Please sign and send it back to the Contract office immediately.

We appreciate your support of Bellevue College!