



### REQUEST FOR INFORMATION\*

Department:  Management  Accounting  HR/Benefits  
 Purchasing (Spectape)  Purchasing (Insul-Fab)  Quality  
 General Front Office  Shipping/Receiving  IT/Phones  
 Other (Specify) \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip Code

Telephone: \_\_\_\_\_

Industry: \_\_\_\_\_  
Description NAICS/SIC Code(s)

Website: \_\_\_\_\_

Individual Seeking Request: \_\_\_\_\_  
Name Title

Reason for Request: \_\_\_\_\_

- Due to the ever-increasing volume of calls requesting information, Concote Corporation has developed a program to request information with respect to sales, solicitations, requests for information and requests to speak with or leave messages for "decision-makers" with respect to various areas and departments within the company. Solicitations, while not prohibited, distract from the time and effort that employees at Concote have to focus on customers and existing suppliers.
- If a proposed vendor/supplier/solicitor seeks to gather information, they may fill out this form and submit it to [info@concote.com](mailto:info@concote.com). The request will be forwarded to the person or persons in charge of the desired department or area who will either follow up directly or, if the proposed vendor/supplier/solicitor he or she may do so after waiting 72 hours and following up demonstrating compliance with this information request form.