



Thank you for your interest in working with Shelter Associates. We use an online management system called BuilderTrend. Once we receive all your information as outlined below, we will set you up as a trade contractor in our system which will allow us to send you RFBs.

CONTACT FORM

Company Name _____

Business Phone _____ **Fax #** _____

Physical Address _____

Mailing Address _____
(if different)

Website URL _____ **NIBCA Member?** Yes No

Primary Contact _____ **Title** _____

E-mail Address _____

Mobile # _____ **Other #** _____

What is your preferred method of notification for PO's & RFB's? Email and/or Text Message

Billing Contact _____ **Phone #** _____

E-mail Address _____

Please complete p.2 and send via fax to 208-664-3105 or email to admin@shelterassociates.com.

INSURANCE: Please see insurance requirements outlined in our Trade Contractor Master Agreement and submit the *"Ins Requirement Statement & Sample Certs"* document to your insurance agent for completion & submission to Shelter. A completed statement and certificate(s) of insurance must be received by Shelter Associates before any PO/WO's will be released.

Please also submit the following:

- Trade Contractor Master Agreement – review, initial, and sign
- A signed and dated W-9
- A copy of your ID and/or WA Trade Contractor's License with expiration date

Thank you!

Service Divisions



Please check all divisions for which you would like to receive RFB's from Shelter.
For "Specialty" divisions, please clarify.

| | |
|--|------------------------------|
| | Cabinets |
| | Carpentry - Finish/Trim |
| | Carpentry - Rough/Framing |
| | Concrete |
| | Counters |
| | Doors |
| | Drywall |
| | Electric |
| | Excavation |
| | Fire Suppression |
| | Flooring & Tile |
| | Gutters |
| | HVAC |
| | Insulation & weatherproofing |
| | Landscaping & Irrigation |
| | Lighting |
| | Masonry |
| | Painting |
| | Plumbing |
| | Roofing |
| | Safety Systems |
| | Siding |
| | Specialty Electric: |
| | Specialty Glass: |
| | Specialty Metals: |
| | Specialty Misc: |
| | Specialty Woods: |
| | Waterproofing |
| | Windows |
| | Other: |