

**READY TO RESPOND** DISASTER STAFFING TOOLKIT

Vendor-Partner

Contact List

This list provides contact information for vendors and partners key to your organization’s business continuity. Customize this list based on the needs of your organization. Create new contacts and provide additional account numbers as needed.

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| Bank |
| Company |  |
| Contact |  | Account No. |  |
| Phone |  | Email |  |
| Notes |  |

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| --- |
| Payment Card Vendor |
| Company |  |
| Contact |  | Account No. |  |
| Phone |  | Email |  |
| Notes |  |

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| Housing Asset Manager |
| Company |  |
| Contact |  | Account No. |  |
| Phone |  | Email |  |
| Notes |  |

Enterprise Community Partners, Inc.

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| Regulatory Agency (HUD, local housing department, investors, lenders) |
| Company/organization |  |
| Contact |  | Account No. |  |
| Phone |  | Email |  |
| Notes |  |

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| Payroll Company |
| Company |  |
| Contact |  | Account No. |  |
| Phone |  | Email |  |
| Notes |  |

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| Insurance Company  |
| Company |  |
| Contact |  | Account No. |  |
| Phone |  | Email |  |
| Notes |  |

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| IT Vendor (Email services, server, computers) |
| Company |  |
| Contact |  | Account No. |  |
| Phone |  | Email |  |
| Notes |  |

Enterprise Community Partners, Inc.

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| Healthcare Insurance Provider |
| Company |  |
| Contact |  | Account No. |  |
| Phone |  | Email |  |
| Notes |  |

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| Equipment Leasing Company (FAX, printer, phone, car) |
| Company |  |
| Contact |  | Account No. |  |
| Phone |  | Email |  |
| Notes |  |

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| --- |
| Building Management Company for Office (if not owned by organization) |
| Company |  |
| Contact |  | Account No. |  |
| Phone |  | Email |  |
| Notes |  |

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| Garage for Company Cars  |
| Company |  |
| Contact |  | Account No. |  |
| Phone |  | Email |  |
| Notes |  |

Enterprise Community Partners, Inc.

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| Storage Center for Equipment  |
| Company |  |
| Contact |  | Account No. |  |
| Phone |  | Email |  |
| Notes |  |

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| Storage Center for Vital Records  |
| Company |  |
| Contact |  | Account No. |  |
| Phone |  | Email |  |
| Notes |  |

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