ATTACHMENT 10
CONTRACTOR and RESELLER/DISTRIBUTOR INFORMATION
(for ordering and contract administration purposes)

NOTE: Contractors MUST submit an updated form to OGS EVERY TIME a reseller/distributor is added or removed. If a contract has Minority- and/or Women-owned Business Enterprise (MWBE) participation goals, in addition to this form, Contractors MUST submit to OGS a completed MWBE 100 form EVERY TIME they add or remove a reseller that has been certified by NYS as an MWBE.

The MWBE 100 form is available under the "Commodity & Service Contracts" section at: https://ogs.ny.gov/mwbe/forms

CONTRACTOR/COMPANY INFORMATION	
Company Business Name:	Cook's Direct Inc.
D/B/A – Doing Business As (if applicable):	
Address:	2250 75th St. Suite 200 Woodridge IL 60517
Company Website:	www.cooksdirect.com
Federal Tax ID #:	36-4131384
NYS Vendor ID #:	1000009214

CONTRACT ADMINISTRATION	
Contract Administrator Name:	Teri Teclaw
Title:	Contracts Manager
Address (if different from above):	
Email:	tteclaw@cooksdirect.com
Phone:	630-821-0250
Toll Free Phone:	800-956-5571 Ext 127

SALES/BILLING (if different from above)	
Contact Name:	Michael Hough
Title:	Sales Manager
Address:	2250 75th St. Suite 200 Woodridge IL 60517
Email:	mhough@cooksdirect.com
Phone:	630-496-8185
Toll Free Phone:	800-956-5571
Business Hours (Specify M-F, Sat, Sun):	M-F 8AM-4PM

EMERGENCIES	
Contact Name:	Teri Teclaw
Title:	Contracts Manager
Address:	2250 75th St. Suite 200 Woodridge IL 60517
Email:	tteclaw@cooksdirect.com
Phone:	630-821-0250
Cell Phone:	630-699-0958

INVOICING	
Entity information that will appear on invoices, for orders placed directly with the Contractor, if different from Contractor/Company information above.	
Invoicing Entity Company Name:	
Federal Tax ID #:	
NYS Vendor ID #:	
Is payment made to the above Entity/Federal ID#? *Note: If yes, the invoicing entity NYS Vendor ID MUST be referenced on Purchase Orders*	☒ Yes ☐ No