

AUTHORIZATION  
REQUEST FOR RELEASE OF INFORMATION

To:

Re:

I, \_\_\_\_\_, declare that I am an authorized agent of \_\_\_\_\_. As said authorized agent, I do hereby authorized you to release to \_\_\_\_\_doing business as VendorTraq, copies of any and all contracts, addendums, written agreements, or other documents in your possession which are in any way related to our business relationship with you.

You and/or your agents or employees are also further authorized to discuss the terms and conditions of our business relation (with you) with VendorTraQ's agents or employees.

Please consider this Authorization/Release as my expressed request that you immediately provide any and all of the above referenced documentation and or information to VendorTraq and its employees or agents.

If you have any questions or comments regarding this Authorization and Request for Release of Information, please contact me immediately.

Thank you in advance for your cooperation in this matter.

(NAME OF CLIENT/COMPANY)

By \_\_\_\_\_(Signature)  
Print Name and Title