



June 13, 2023

New Orleans & Company Vendor —

New Orleans & Company is in the process of updating our payable database and streamlining payments and the processing of invoices. In order for our company to remit payment to your organization, we will need the following completed and returned to our office:

**New Vendor Information Form
Current W-9
Attachment E-1 - Disclosure & Certification Statement**

Please be advised that **no** invoices will be processed and paid to your organization until we receive the required documentation as outlined above.

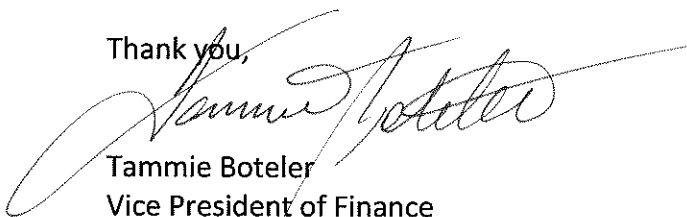
Please mail the completed forms to our office or email to the following:

New Orleans & Company
Attention: Finance Department
2020 St. Charles Avenue
New Orleans, LA 70130

Accountspayable@neworleans.com

If you have any questions or concerns, please contact our office directly at 504-566-5089.

Thank you,

A handwritten signature in black ink, appearing to read "Tammie Boteler".

Tammie Boteler
Vice President of Finance

