



### UNIVERSAL PARKS & RESORTS - FACTORY DETAIL REQUEST SHEET

\* Vendor Contact Information should represent those individuals that will be involved in supporting the scheduling of the audits as well as addressing any issues indentified during the audit. These individuals will be included in all factory correspondence.

\* List exact factory details, not overseas corporate offices that manage the factory.

Vendor Details							Primary Vendor Contact for Audit Purposes					Secondary Vendor Contact for Audit Purposes				
Vendor Name	VENDOR #	Address	City	State/Province	Country	Postal Code	Name	Title	Phone	Fax	Email	Name	Title	Phone	Fax	Email

FACTORY DETAILS							PRIMARY FACTORY CONTACT				
Factory Name	Product Types	Address	City	State/Province	Country	Postal Code	Name	Title	Phone	Fax	Email
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											