



Vendor Set Up / Change Request Form

Assigned Vendor ID No.
(Procurement)

Supplier Information

To be completed by Supplier

Company Information Complete information below.

Supplier Legal Entity Name:	Beatty Navarre Strama P.C.		
Street Address:	901 S. MoPac Expy Bldg 1, Ste 200		
City / State / Zip Code:	Austin / Texas / 78746		
Country:	USA		
Corporation Date / State:	Texas	Non-withholding form provided:	
Tax or Federal ID#:	20-5489481	☒ W-9 (US)	☐ W-8 (non-US)

Business Reference Complete information below.

Turnover (last financial year):		Main Currency:	
Main Business Activity:			
DUNS#:			

Banking Information Complete information below.

Recipient Name:	Beatty Navarre Strama P.C.		
IBAN:			
Bank Name / SWIFT Code:	PlainsCapital Bank		
Bank Address and Country:	2705 Bee Cave Road, Ste. 120, Austin, TX 78746		
Account Number:	7860093601		
ACH / ABA Routing Number:	ACH: 111322994	ABA:	

Contact Information Complete information below.

Account Manager or Sales Representative:	Desiny Villarreal	Billing / Customer ID:	
Phone / Email:	512.879.5050 / dvillarreal@bnsfirm.com		
Authorized Signatory Officers:	Desiny Villarreal / Michael Navarre / Matt Beatty		
Chief Executive Officers:	CEO:	CFO:	
Email for Orders: Orders can only be sent to one contact at a time. Preferably provide a group email address.			



General Terms

To be accepted by Supplier

GENERAL TERMS AND CONDITIONS: Please carefully read the attached General Terms and Conditions of Legacy of Education Inc DBA Alpha and confirm your acceptance of these terms and conditions as final by way of signing and returning.

1. ENVIRONMENTAL CONSIDERATIONS

Have you identified the main environmental impacts / risks of your activity?

☐ Yes ☐ No (If yes, please provide details)

Have you set up any policy/ objectives in order to limit your environmental impacts?

☐ Yes ☐ No (If yes, please provide details)

2. PAYMENT TERMS: Alpha shall make payments within 45 days following receipt of goods in good order and all requested documentation. Payments, shall be made only against supplier's invoice and shall be subject to conformity of goods to specifications.

Please note that any non-acceptance of these terms may preclude your company from being considered as a potential supplier.

3. PRINCIPLES OF CONDUCT: Supplier seeking to engage with Alpha shall respect the following principles:

Business Ethics: supplier is expected to maintain the highest degree of business ethics while working with Alpha.

Transparency of information provision: supplier shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract awarding process in its favour.

Fair competition: supplier shall not be involved in any corrupt, collusive or coercive practices.

If at any time during the registration or procurement process Alpha determines that the supplier is in violation of the above mentioned principles, that supplier's request for registration or bid may be rejected as ineligible.

The respect of fundamental human rights and labour standards must be accepted by you as a condition of contracting with Alpha. Any refusal of these terms or the principles above shall constitute grounds for rejection of supplier's registration request or bid; and any violation during a contract terms shall constitute grounds for termination.

4. CERTIFICATION: The undersigned, an authorised signer for the company, hereby certifies that the information provided herein, including that on any attached pages is true and correct to the best of his/her knowledge. The same acknowledges having read and agreed to Alpha payment terms of 45 days credit.

Name and Title: Desiny Villarreal, Exec Director of Administration

Signature:  Date: 6/18/2026