

UIDA Business Services

86 S. Cobb Drive, MZ 0510 Marietta GA 30063-0510
(770) 494-0431 FAX (770) 494-1236

QUARTERLY CONTRACT REPORTING FORM

Please check the quarter being reported.

¹ QTR. _____
(Oct. 1 – Dec. 31)

² QTR. _____
(Jan. 1 – Mar. 31)

³ QTR. _____
(Apr. 1 – Jun. 30)

⁴ QTR. _____
(Jul. 1 – Sep. 30)

Please report any awards (prime or sub-contract) received from any federal, state, or local government agencies. Include any awards not reported in previous quarters. In order to substantiate each contract awarded, please attach a copy of the cover page of each contract containing the following information: (1) Purchasing Agency Name (2) Contract or Purchase Order Number and (3) the Dollar Amount of the Award. If more space is required, please attach additional pages. Please sign and return this form to UBS. Reports for each quarter should be returned no later than 10 working days after the end of the quarter.

Award Date	Issuing Agency*	Point of Contact	Contract No. / P.O. #	Dollar Amount	P/S**

* Please give as much information as you can regarding the Issuing Agency (i.e. Dept. of Defense, EPA, etc.)

** P/S – Please indicate whether contract is a Prime contract or a Sub-contract.

If your company has not received any contracts during this time period, please check the following box, sign this form and return to UBS. As per your Client Agreement, we must have these forms on file.

I do not have any contracts from this time period to report.

Company Name: _____

Authorized Signature: _____ Date: _____

Thank you for your assistance! The UBS staff.