

(New Trinity/HPSI Member: We must have the text below on your letterhead completed and signed to submit to HPSI. You may either 1) drop the text below onto your letterhead electronically as in a Word document, 2) fold this top part of the page back and copy the text below onto your letterhead, or 3) complete the statement below as is and send us a blank letterhead and we will do the copying.)

Dear HPSI Vendor Partner:

Our facility has recently joined the Trinity/HPSI group purchasing program affiliated with HPSI. As such, we wish to access the contract pricing, programs and services offered by your company, under the terms and conditions of the HPSI agreement.

Please consider this letter as our official notification to have our facility contracted under the HPSI program. All purchases made by our facility should be reported to HPSI, as per the terms of your agreement. **This notification shall remain in full force and effect until expressly revoked by this facility or upon notification from HPSI that our membership has been terminated.**

Should you have any questions in regards to this notification please contact us as soon as possible.

Sincerely,

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_