



Doc #: PR-PP12-03
Revision #: Initial
Reviewed/Updated:9.26.2023
Reviewed By: AT

Contractor/Vendor request for facility access
Complete one form per individual requesting access

Contractor/Vendor Company Name:

Individual Name:

Date access is needed by:

VQ Point of Contact:

Type of Access:

Temporary-Approximate End Date of Project:

Long-Term (reviewed periodically)

No Access Required. Will be escorted.

Are you a current Contractor/Vendor?

YES

NO

New Contactor or Vendor Section (ONLY complete if answered NO to previous question)

Days of the week access is needed:
(M-F most common)

Days (Select One)

Time during the day access is needed:
(7a-6p most common)

Times (Select One)

Which area do you require access to:
(QA/IT will approve door access)

Send a copy of this form to ContractorForms@vqcheese.com. No pictures are required.
All contractors and vendors are required to give a 24 Hr. notice before arriving on-site.

To be completed on-site during orientation

Work to be performed:

I have reviewed and understand the statements that have been outlined in this document. I understand I am required to ALWAYS comply with local, state, and federal regulations along with all Valley Queen policies and can be removed from the jobsite if not conforming to these requirements. If your badge is lost or stolen contact contractorforms@vqcheese.com immediately.

Contactor Name Printed: _____ Date: _____

Contactor Name Signed: _____

Card drop boxes are available at driver check-in, VQ maintenance shop, APT office, and Hasslen trailer.

Card activated by: _____ Date: _____