

# Client Document Checklist



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

Client / Company Name: \_\_\_\_\_

Thank you so much for your interest in our shared commissary kitchen. Below is a list of documents we will need in order for you to become a client of Pepper Preppers Kitchen. Documents must be valid and legible, preferred delivery method is printed paper form or emailed pdf format. As documents expire updated copies will be provided to Pepper Preppers Kitchen, it is preferred that clients provided copies as the clients renew their document, but at a minimum upon request by PPK.

<u>Initial</u>	<u>Description</u>	<u>Expiration</u>
	Signed contract with Pepper Preppers Kitchen LLC	N/A
	Business License with Benton City Endorsement	
	<input type="checkbox"/> Health Department permit or <input type="checkbox"/> WSDA License	
	Proof of insurance listing "Pepper Preppers Kitchen LLC" as an addition insured. Must be a minimum one million each occurrence (please check coverage listed for "rented premises each occurrence")	
	Washington State Food Worker Card for each person that will be working with food in our kitchen. List current personnel: _____ _____	
	Completed orientation (\$125 application / orientation fee)	N/A

PPK acknowledges receipt of the above documents.

\_\_\_\_\_ / \_\_\_\_\_

Pepper Preppers Kitchen (agent) signature / Date