



NATIONAL SOCIETY OF BLACK ENGINEERS
COMMITMENT FORM

Name of Organization:

Billing Address:

City, State, Zip:

Bill To Name:

Billing Email:

Billing Phone Number:

Sponsorship:

Amount: \$

Please be aware: If you are sponsoring a named scholarship, your invoice will include a 10% administration fee.

PAYMENT TERMS & CONDITIONS

All payments are due 30 days from the invoice date.

Payments outstanding after December 31, 2023 will affect your participation at the convention.

There will be a 25% fee for any sponsorship cancellations after January 3, 2024. This includes paid and unpaid invoices.]

There will be no refunds after January 31, 2024.

I, _____ (Client's Name), have read and agree the terms and conditions of this commitment form.

Client's Signature

Once you have signed and completed this commitment form, please upload to www.nsbe.org/partnerships/partner-commitment.

Form of Payment

Select your chosen form of payment below and follow the provided instructions.

ACH/ DIRECT DEPOSIT

Please request a copy of our W9 form from accounting@nsbe.org.

CHECK

Make check payable to National Society of Black Engineers at 205 Daingerfield Road, Alexandria, Virginia 22314, ATTN: Commitments. The check **must** include a copy of the invoice or invoice number.

VENDOR PAYMENT PORTAL

Please send all documents that need to be completed by NSBE to accounting@nsbe.org

NOTE: Any contracts or legal documentation that NSBE needs to complete must be provided to your NSBE Fund Development contact 3-5 weeks before the desired return date.

PLEASE PROVIDE ADDITIONAL INVOICING INSTRUCTION HERE:

Credit Card

Card Type:

Card Number:

Name on Card:

Expiration Date:

Security Code:

On behalf of the National Society of Black Engineers, we thank you for your commitment and the continued efforts *to increase the number of culturally responsible Black Engineers who excel academically, succeed professionally, and positively impact the community.*

For questions about your partnership, please reach out to
national_partnerships@nsbe.org.