**CREW Dallas Contract / Agreement Review Process**

**Legal Contacts ("Legal")**

1) For CREW Dallas: Teresa Ereon Giltner, tgiltner@dykema.com, 214-698-7870. Please copy the Chapter Director on all communications with the vendor and Teresa.

2) For CREW in the Community ("CIC"): Shelly S. Maurer, smaurer@hallettperrin.com, 214-922-4182. Please copy the Chapter Director on all communications with the vendor and Shelly.

**Key Points for the Contract to Include**

**Step 1**: Share the following information with the vendor to include in the draft contract.

1) Contract names:
   a) For CREW Dallas: CREW: Commercial Real Estate Women, Inc., a Texas non-profit corporation

   b) For CIC: CREW Classic, Inc., a Texas non-profit corporation

2) Address for CREW Dallas and CIC:
   4849 Greenville Avenue, Suite 100-120
   Dallas, Texas 75206

3) Signature blocks from January 1, 2026, to December 31, 2026:

   a) For CREW Dallas:

   CREW: Commercial Real Estate Women, Inc., a Texas non-profit corporation

   By: _____
   Aarohi Pilankar, President

   b) For CIC:

   CREW Classic, Inc., a Texas non-profit corporation

   By: _____
   Karen Pierre, Chair

**Step 2**: Please request the draft contract as a Word attachment. If they send it as a PDF, convert it to Word before sending it to Legal. If you are unable to convert the draft contract to Word, the requested edits will be handwritten.

**Step 3**: Email the contract to Legal. In the body of the email, include a brief synopsis of all the key terms the contract is intended to cover. Let Legal know if you are working on a tight deadline.

1) Event Date(s)
2) Services rendered by the vendor, provide specifics
    a) F&B, Parking, Activity, etc.
3) Your understanding of the agreed-upon costs

**Step 4**: Legal will provide you with a red-lined copy if received in Word, or a PDF copy with handwritten edits. Share Legal's edits to the contract with the vendor.

**Step 5**: Once you receive the updated contract, share it with Legal for a final review.

**Step 6**: Once the contract is approved, share the contract with the Chapter President or CIC Chair for signature.

**Step 7**: Send the vendor the signed contract

**Step 8**: Register the vendor for payment with accounting.

1) Send an email to CREW AP Support – apsupport@crewnetwork.org
    a) Copy Melissa Gombert – mgombert01@gmail.com, Dabney Jungerman-djungerman@crew-dallas.org, along with the Committee Chair and Committee Director
2) Include the following in the email
    a) Vendor Name
    b) Vendor Contact Name if vendor is not an individual
    c) Vendor email
    d) Specify that the work is related to CREW Dallas
    e) Request that the vendor be set up in the Tipalti System

A Tipalti registration guide is available on our operations webpage. It may be helpful to share it with the vendor, so they know what to expect once they receive their registration via email from Network.

NOTE – No payments can be made to a vendor without Tipalti registration, so it's key to let the vendor know when communicating with them.

Additionally, registering our vendors with Tipalti will reduce credit card fees.

Thank you for your service to CREW Dallas!