

# International Contract Negotiation Agenda

Date: [Insert Date]

Location: [Insert Location]

Participants:

- [Name, Position, Company]
- [Name, Position, Company]
- [Name, Position, Company]
- [Name, Position, Company]

## Agenda Items

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Discussion on Contract Terms
4. Negotiation of Pricing
5. Delivery and Payment Terms
6. Legal Considerations
7. Q&A Session
8. Next Steps and Action Items
9. Closing Remarks

We look forward to a productive meeting.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]