

Vendor Agreement on Delivery Reliability

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

Dear [Vendor's Name],

We are pleased to confirm our agreement regarding the reliability of deliveries from your company to [Your Company's Name]. This agreement is designed to establish expectations and responsibilities related to delivery schedules and performance.

1. Delivery Schedule

All deliveries are to be made according to the following schedule:

- [Insert Delivery Frequency]
- [Insert Specific Delivery Days]

2. Performance Standards

The following performance standards are expected with each delivery:

- On-time delivery rate of at least [Insert Percentage]%.
- Notification of any delays within [Insert Timeframe] prior to scheduled delivery.

3. Penalties for Non-Compliance

In the event of non-compliance with the delivery expectations outlined above, the following penalties may apply:

- [Insert Penalty Details]

4. Agreement Duration

This agreement will remain in effect from [Start Date] to [End Date], unless terminated by either party with [Notice Period] written notice.

We appreciate your commitment to timely and reliable service, and we look forward to an ongoing partnership.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Company's Address]

[Your Contact Information]