

Proposed Vendor Contract Terms

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are pleased to present the proposed terms for a potential contract between [Your Company Name] and [Vendor Name]. The following outlines the key terms we propose:

1. Scope of Services

[Detail the services or products to be provided by the vendor]

2. Payment Terms

[Specify payment schedule, amounts, and methods]

3. Duration of Contract

[State the length of the contract and renewal options]

4. Confidentiality

[Outline confidentiality obligations of both parties]

5. Termination Clause

[Describe conditions under which the contract may be terminated]

We believe that these terms reflect a mutually beneficial arrangement and look forward to your feedback. Please feel free to reach out if you have any questions or require further clarification.

Thank you for considering this proposal. We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]
[Your Email Address]