

# Vendor Supply Terms Agreement

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

## Subject: Vendor Supply Terms

Dear [Vendor Contact Name],

We are pleased to confirm the supply terms for our upcoming partnership. Below are the agreed-upon terms:

### 1. Products and Services

The vendor will supply the following products: [List of Products]. The services included are: [List of Services].

### 2. Pricing

The pricing structure is as follows: [Detail Pricing Terms].

### 3. Delivery Terms

All products should be delivered by [Delivery Date] to [Delivery Location].

### 4. Payment Terms

Payments will be made within [Number of Days] days upon receipt of the invoice.

### 5. Termination Clause

Either party may terminate this agreement with [Number of Days] days' notice.

We look forward to a successful partnership. Please sign below to confirm your agreement to these terms.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

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[Vendor Name, Title, Date]