

Vendor Terms and Conditions

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Email: [Vendor Email]

Phone: [Vendor Phone]

1. Introduction

This letter serves as a formal agreement outlining the terms and conditions for our vendor relationship.

2. Scope of Services

The Vendor agrees to provide the following services: [List of Services].

3. Payment Terms

Payments shall be made as follows: [Payment Terms and Schedule].

4. Responsibilities

The Vendor will be responsible for [Vendor Responsibilities].

5. Confidentiality

Both parties agree to maintain confidentiality of all proprietary information exchanged.

6. Termination

This agreement may be terminated by either party with [Notice Period].

7. Governing Law

This agreement shall be governed by the laws of [State/Country].

8. Acceptance

By signing below, both parties acknowledge and agree to the terms outlined in this letter.

Vendor Signature: _____

Date: _____

Company Representative Signature: _____

Date: _____