

Equipment Purchase Agreement

Date: [Insert Date]

To: [Supplier's Name]
[Supplier's Address]
[City, State, Zip Code]

Dear [Supplier's Name],

This letter serves as a formal agreement between [Educational Institution's Name] and [Supplier's Name] regarding the purchase of equipment.

1. Equipment Details

- Item Description: [Description of the Equipment]
- Quantity: [Number of Units]
- Unit Price: [Price per Unit]
- Total Price: [Total Cost]

2. Payment Terms

The total amount of [Total Cost] will be paid as follows:

- Deposit: [Deposit Amount] due on [Deposit Due Date]
- Balance: [Remaining Amount] due on [Balance Due Date]

3. Delivery Terms

The equipment will be delivered to [Delivery Address] on or before [Delivery Date].

4. Warranty Terms

The equipment will be covered under warranty for [Warranty Period] from the date of delivery.

By signing below, both parties agree to the terms and conditions outlined in this agreement.

Sincerely,

[Your Name]
[Your Position]
[Educational Institution's Name]
[Address]

[City, State, Zip Code]
[Email Address]
[Phone Number]

[Supplier's Name]
[Title]
[Date]