

Vendor Confidentiality Agreement

Date: [Insert Date]

From: [Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Subject: Vendor Confidentiality Agreement

Dear [Vendor's Name],

This Vendor Confidentiality Agreement ("Agreement") is entered into as of the date first above written, by and between [Consultant's Name] ("Consultant") and [Vendor's Name] ("Vendor").

1. Definition of Confidential Information: For purposes of this Agreement, "Confidential Information" includes all non-public information disclosed by either party to the other verbally or in writing, including but not limited to business plans, technical data, trade secrets, financial information, and customer lists.

2. Obligations: The receiving party agrees to keep the Confidential Information in strict confidence and to use it solely for the purpose of [describe purpose].

3. Exclusions: Confidential Information does not include information that is publicly known or that was independently developed without use of the Confidential Information.

4. Term: The obligations of this Agreement shall remain in effect for a period of [number] years from the date of disclosure of the Confidential Information.

5. Governing Law: This Agreement shall be governed by the laws of the State of [State].

If you agree to the terms of this Agreement, please sign in the space provided below.

Sincerely,

[Consultant's Signature]

[Consultant's Name]

Accepted and Agreed:

[Vendor's Signature]

[Vendor's Name]