

Vendor Service Agreement Highlights

Date: [Insert Date]

Vendor Name: [Insert Vendor Name]

Contact Information: [Insert Contact Information]

Agreement Overview

This Vendor Service Agreement outlines the terms and conditions between [Your Company Name] and [Vendor Name] for the provision of services.

Services Provided

- [Service 1 Description]
- [Service 2 Description]
- [Service 3 Description]

Payment Terms

Payment will be made within [Specify Terms, e.g., 30 days] upon receipt of an invoice.

Duration of Agreement

The agreement will commence on [Start Date] and will continue until [End Date].

Termination Clause

Either party may terminate this agreement with [X days] written notice.

Confidentiality

Both parties agree to maintain the confidentiality of all proprietary information exchanged during the term of this agreement.

Liability

[Vendor Name] shall not be liable for any indirect, incidental, or consequential damages arising from the services provided.

Signatures

[Your Name]

[Your Title]

[Your Company Name]

Date: _____

[Vendor Representative Name]

[Vendor Title]

[Vendor Company Name]

Date: _____