

Vendor Shipping Terms Agreement

Date: [Insert Date]

Vendor Name: [Vendor Name]

Vendor Address: [Vendor Address]

Contact Person: [Contact Person]

Phone Number: [Phone Number]

Email: [Email Address]

Dear [Vendor Name],

This letter serves as an agreement to the shipping terms for the products supplied by your company. By signing this agreement, you acknowledge and accept the following shipping terms:

- **Shipping Method:** [Specify shipping method]
- **Cost of Shipping:** [Specify cost or terms]
- **Delivery Time:** [Specify delivery time]
- **Responsibility for Damages:** [Specify terms]
- **Returns Policy:** [Specify policy]

Please confirm your acceptance of these terms by signing below. We appreciate your cooperation and look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email]

Vendor Signature

Date