

# Vendor Collaboration Terms

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

**Dear [Vendor Name],**

We are pleased to outline the terms of our collaboration regarding [specific project or product]. This agreement aims to establish a mutually beneficial relationship between our organizations. Below are the agreed-upon terms:

## **1. Scope of Work**

[Detail the scope of work to be performed by the vendor]

## **2. Duration**

This collaboration will commence on [start date] and conclude on [end date].

## **3. Compensation**

[Outline the payment terms and compensation structure]

## **4. Responsibilities**

[Detail the responsibilities of each party involved]

## **5. Confidentiality**

Both parties agree to maintain confidentiality regarding sensitive information shared during this collaboration.

## **6. Termination**

This agreement may be terminated by either party with [insert notice period] written notice.

We believe that this partnership will be greatly advantageous to both parties. Please sign and return a copy of this letter to indicate your agreement to these terms.

**Sincerely,**

[Your Name]

[Your Position]

[Your Email]

[Your Phone Number]

**Agreed and Accepted:**

\_\_\_\_\_

[Vendor Name]

Date: \_\_\_\_\_