

Vendor Dispute Resolution Agreement

Date: [Insert Date]

Vendor Name: [Insert Vendor Name]

Vendor Address: [Insert Vendor Address]

Dear [Vendor Name],

This Agreement is made between [Your Company Name] (the "Company") and [Vendor Name] (the "Vendor") to outline the processes and procedures for resolving disputes that may arise under the terms of our existing contract dated [Insert Contract Date].

1. Purpose

The purpose of this Agreement is to promote an amicable resolution of disputes via a structured process.

2. Definition of a Dispute

For the purposes of this Agreement, a "Dispute" shall mean any disagreement or dispute arising out of or in relation to the performance or interpretation of our contract.

3. Resolution Process

- Initial Negotiation:** The parties shall first attempt to resolve the dispute through good faith negotiations.
- Mediation:** If the dispute cannot be resolved through negotiation, the parties agree to engage a neutral mediator within [Insert Time Frame] of the failure to negotiate.
- Arbitration:** In the event mediation is unsuccessful, the parties agree to submit the dispute to binding arbitration in accordance with the rules of [Insert Arbitration Association].

4. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of [Insert State/Country].

5. Acceptance

By signing below, both parties agree to the terms set forth in this Vendor Dispute Resolution Agreement.

[Your Name]
[Your Position]
[Your Company Name]

[Vendor Representative Name]
[Vendor Position]
[Vendor Name]

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]