

# Vendor Service Agreement

**Date:** [Insert Date]

**Vendor Name:** [Insert Vendor Name]

**Vendor Address:** [Insert Vendor Address]

## Agreement Overview

This Vendor Service Agreement ("Agreement") is made between [Client Name] ("Client") and [Vendor Name] ("Vendor") for catering services for [Event/Occasion] on [Date of Event].

## Scope of Services

The Vendor agrees to provide the following services:

- Catering for [number of guests]
- Menu items: [List of menu items]
- Setup and teardown of catering service
- Staffing (if required)

## Compensation

The compensation for the services rendered shall be [Insert Amount], payable on [Insert Payment Terms].

## Term and Termination

This Agreement shall commence on the date signed and continue until the completion of the event, unless terminated earlier by either party with [Insert Notice Period] notice.

## Signatures

By signing below, both parties agree to the terms and conditions outlined in this Vendor Service Agreement.

**Client Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Vendor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_