

Vendor Service Agreement

Date: [Insert Date]

Supplier Name: [Insert Supplier Name]

Supplier Address: [Insert Supplier Address]

Dear [Supplier Name],

We are pleased to inform you that [Your Company Name] has reviewed your proposal and would like to enter into a Vendor Service Agreement with you for the provision of [insert services/products]. This agreement outlines the terms and conditions of our partnership.

Agreement Terms

1. **Services Provided:** [Detail the services/products to be provided]
2. **Duration:** This agreement will commence on [start date] and continue until [end date or specify duration].
3. **Payment Terms:** [Detail payment terms and invoices procedures]
4. **Confidentiality:** Both parties agree to maintain confidentiality on all proprietary information.
5. **Termination:** Terms under which either party may terminate this agreement.

Please sign and return a copy of this agreement to indicate your acceptance of the terms outlined above. We look forward to a successful partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]

Acceptance of Terms:

[Supplier Name and Title]

Date: _____