

Vendor Service Agreement

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are pleased to inform you that [Your Company Name] has decided to enter into a service agreement with [Vendor Name] for the ongoing partnership in providing [specific services/products]. This agreement outlines the terms and conditions of our partnership.

1. Scope of Services

[Detail the services to be provided by the vendor]

2. Term of Agreement

This agreement will commence on [start date] and will continue until [end date], unless terminated earlier in accordance with the terms herein.

3. Payment Terms

The payment for services will be made as follows: [Detail payment schedule]

4. Confidentiality

Both parties agree to maintain confidentiality regarding proprietary information exchanged during the term of this agreement.

5. Termination

This agreement may be terminated by either party with [number] days written notice.

If you agree with the terms outlined above, please sign below and return a copy of this letter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

Vendor Signature

Date: _____