

EDI Collaboration Agreement

Date: [Insert Date]

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Partner Company Name]
[Partner Company Address]
[City, State, Zip Code]

Dear [Partner's Name],

We are pleased to propose a collaboration agreement for Electronic Data Interchange (EDI) between [Your Company Name] and [Partner Company Name]. This letter outlines the terms and conditions of our collaboration:

1. Purpose

The purpose of this agreement is to establish a framework for EDI communication between our organizations to enhance operational efficiency and reduce processing times.

2. Scope

This agreement covers the exchange of [specify types of data, e.g., purchase orders, invoices, etc.] using EDI standards.

3. Responsibilities

Both parties agree to:

- Maintain compliance with applicable EDI standards.
- Ensure timely transmission of EDI documents.
- Designate EDI coordinators for communication.

4. Terms

This collaboration will commence on [start date] and will remain in effect until terminated by either party with [number of days] days written notice.

5. Confidentiality

Both parties agree to keep all exchanged information confidential and not disclose it to any third party without prior written consent.

We believe this collaboration will result in mutual benefits for both our companies. Please indicate your acceptance of this agreement by signing below.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Partner's Name]

[Partner's Job Title]

[Partner Company Name]

Date: _____