

# Media Supplier Terms and Conditions

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

## Introduction

This document outlines the terms and conditions associated with the supply of media services by [Your Company Name] to [Recipient Company Name].

## 1. General Terms

1.1 The supplier (hereinafter referred to as "Supplier") agrees to provide media services as specified in the attached proposal.

1.2 The client (hereinafter referred to as "Client") agrees to adhere to payment terms and deliverables outlined herein.

## 2. Scope of Services

The Supplier will provide the following services:

- Media planning and strategy
- Campaign execution
- Performance analysis and reporting

## 3. Payment Terms

3.1 Payment shall be made within [insert payment period] days of invoice receipt.

3.2 Late payments may incur a fee of [insert late fee].

## 4. Confidentiality

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

## 5. Termination

5.1 Either party may terminate this agreement with [insert notice period] days written notice.

5.2 Upon termination, all outstanding amounts will be due and payable.

## 6. Governing Law

This agreement shall be governed by the laws of [Insert Jurisdiction].

## 7. Acceptance

Please indicate your acceptance of these Terms and Conditions by signing below.

\_\_\_\_\_  
[Your Name]  
[Your Position]  
[Your Company Name]  
Date: \_\_\_\_\_

\_\_\_\_\_  
[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
Date: \_\_\_\_\_