

Delivery Terms Agreement

Date: [Insert Date]

To:

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Person],

We are writing to confirm the delivery terms for our upcoming orders as discussed. Below are the agreed-upon terms:

Delivery Terms

- **Delivery Schedule:** [Specify delivery dates or schedule]
- **Shipping Method:** [Specify shipping method, e.g., ground, air, etc.]
- **Delivery Location:** [Specify delivery address]
- **Packaging Requirements:** [Specify any packaging requirements]
- **Payment Terms:** [Specify payment terms, e.g., net 30 days]
- **Contact for Arrangements:** [Specify contact person for delivery coordination]

Please confirm your acceptance of these terms by signing below and returning a copy to us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

Supplier's Acceptance

I, [Supplier's Contact Person], on behalf of [Supplier's Company Name], agree to the above delivery terms.

Signature: _____

Date: _____