

# Material Supply Terms and Conditions

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

## Subject: Material Supply Terms and Conditions

Dear [Recipient's Name],

We are pleased to confirm the material supply agreement between [Your Company Name] and [Recipient's Company Name]. The following terms and conditions are set forth to govern our supply arrangement:

### 1. Supply of Materials

[Details about the type and quantity of materials to be supplied.]

### 2. Pricing and Payment Terms

[Include pricing structure, payment terms, and any applicable taxes.]

### 3. Delivery Schedule

[Outline delivery timelines and transportation responsibilities.]

### 4. Quality Assurance

[Specify quality standards and inspection procedures.]

### 5. Liability

[Define liability terms in case of damages or defects.]

### 6. Termination

[Conditions under which the agreement can be terminated.]

Please review the terms and conditions outlined above and confirm your acceptance by signing below.

Yours sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

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### **Acceptance**

We hereby accept the terms and conditions outlined above:

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[Recipient's Name]

[Recipient's Position]

[Company Name]

Date: \_\_\_\_\_