

# Collaboration Agreement

Date: [Insert Date]

To:

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

This Collaboration Agreement ("Agreement") is made and entered into on the date above by and between [Your Company Name], located at [Your Company Address] ("Company"), and [Vendor Name], located at [Vendor Address] ("Vendor").

## 1. Purpose

The purpose of this Agreement is to define the terms and conditions of the collaboration between the Company and Vendor for [specific project or service].

## 2. Scope of Work

Vendor shall provide the following services: [describe services to be provided].

## 3. Compensation

The Company agrees to pay the Vendor \$[amount] for the services outlined in this Agreement. Payment terms are as follows: [describe payment terms].

## 4. Term and Termination

This Agreement shall commence on [start date] and shall continue until [end date] unless terminated earlier by either party with [number] days written notice.

## 5. Confidentiality

Both parties agree to keep confidential any proprietary information exchanged during the performance of this Agreement.

## 6. Governing Law

This Agreement shall be governed by the laws of [State].

IN WITNESS WHEREOF, the parties hereto have executed this Collaboration Agreement as of the date first above written.

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[Your Company Name]

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[Vendor Name]