

Supplier Contract Agreement for Maintenance Services

Date: [Insert Date]

From:

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

To:

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

Subject: Supplier Contract Agreement for Maintenance Services

Dear [Supplier Name],

This letter serves as a contract agreement between [Your Company Name] and [Supplier Name] for the provision of maintenance services. The following terms and conditions will apply:

1. Scope of Services

[Describe the maintenance services to be provided]

2. Duration of Agreement

This agreement will commence on [Start Date] and will continue until [End Date], unless terminated earlier in accordance with the provisions herein.

3. Payment Terms

The total fee for the services will be [Amount], payable [insert payment terms].

4. Responsibilities

[Outline the responsibilities of both parties]

5. Termination Clause

[Explain conditions under which the agreement can be terminated]

6. Governing Law

This agreement shall be governed by the laws of [State/Country].

Please signify your acceptance of these terms by signing below and returning a copy of this letter by [Return Date].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

Accepted and Agreed:

[Supplier Name]_____

[Date]_____