

Supplier Home Office Agreement

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We are pleased to confirm the terms of our Supplier Home Office Agreement as follows:

1. Scope of Agreement

This agreement outlines the responsibilities and expectations of both parties regarding the supply of goods and/or services.

2. Duration

The agreement shall commence on [Start Date] and continue until [End Date] unless terminated earlier as per the terms outlined herein.

3. Responsibilities of the Supplier

- Provide high-quality products/services as per specifications.
- Ensure timely delivery of goods.
- Maintain accurate records of inventory and orders.

4. Responsibilities of the Company

- Make timely payments for goods/services received.
- Provide necessary assistance and information as needed.

5. Confidentiality

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

6. Termination

This agreement may be terminated by either party with a written notice of [Number of Days] days.

If you agree to the terms outlined above, please sign and return a copy of this letter by [Response Due Date].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]