

# Supplier Remote Work Agreement

Date: [Insert Date]

To,

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

This letter serves as an agreement regarding the remote work arrangement between [Your Company Name] and [Supplier's Name]. The terms of the agreement are as follows:

## 1. Scope of Work

[Briefly describe the scope of work to be completed remotely.]

## 2. Duration

The remote work will commence on [Start Date] and will continue until [End Date].

## 3. Communication

Both parties agree to communicate regularly via [Specify communication tools, e.g., email, video calls].

## 4. Payment Terms

Payment for the work completed will be made as per the agreed terms detailed in our prior correspondence.

## 5. Confidentiality

Both parties agree to maintain confidentiality concerning any sensitive information shared during the course of this agreement.

By signing below, both parties agree to the terms outlined in this letter.

---

[Your Name]

[Your Title]

[Your Company Name]

---

[Supplier's Name]

[Supplier's Title]

[Supplier's Company Name]

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]