

# Supplier Sales Agreement Terms and Cancellation Policy

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company Name]

## Cancellation Policy

In the event that either party wishes to cancel the agreement, the following terms apply:

- All cancellation requests must be submitted in writing at least [X days] prior to the scheduled delivery date.
- Any cancellation made after this period will incur a fee of [insert cancellation fee].
- If goods have already been shipped, the cancellation will not be accepted, and all shipping costs will be the responsibility of the purchasing party.
- Refunds for canceled orders will be processed within [X days] after the cancellation has been confirmed.

## Signatures

By signing below, both parties agree to the cancellation terms outlined above.

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[Supplier's Name]

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[Your Company Name]