

Vendor Contract Proposal

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Vendor Name]

[Vendor Company]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are pleased to submit our proposal for a vendor contract with [Your Company]. This proposal outlines the terms and conditions we believe are mutually beneficial and serves to formalize our partnership moving forward.

Scope of Services

[Briefly describe the services/products the vendor will provide.]

Contract Duration

[State the duration of the contract, e.g., one year with the option to renew.]

Pricing and Payment Terms

[Outline the pricing structure, payment schedules, and any discounts offered.]

Performance Metrics

[Describe any performance metrics or standards expected from the vendor.]

We believe that our collaboration will Lead to a fruitful partnership. Please feel free to reach out if you have any questions or need further clarification on any points made in this proposal.

Thank you for considering our proposal. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]