

Contract Awareness Declaration

Date: _____

To: [Vendor Name]

Address: [Vendor Address]

Subject: Declaration of Awareness of Contract Terms

Dear [Vendor Name],

We, [Your Company Name], hereby present this declaration to confirm that we have provided you with the necessary contract documents and terms relevant to our agreement. As a vendor to [Your Company Name], it is essential that you acknowledge and understand the following:

1. The scope of work and deliverables required.
2. The payment terms and schedules.
3. The confidentiality and non-disclosure requirements.
4. The obligations and liabilities under this contract.

By signing below, you acknowledge that you have received, read, and understood the contract terms and agree to abide by them.

Vendor Name: _____

Authorized Representative: _____

Signature: _____

Date: _____

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]