

Business Proposal Terms and Conditions

Date: [Insert Date]

To: [Vendor's Name]

Company: [Vendor's Company Name]

Address: [Vendor's Address]

Subject: Proposal for Vendor Agreement

Dear [Vendor's Name],

We are pleased to present our proposal for a vendor agreement with [Your Company Name]. Below are the terms and conditions outlined for our potential collaboration:

1. Scope of Work

The vendor will provide the following services/products: [List of Services/Products]

2. Pricing and Payment

The total cost of the services/products will be [Insert Amount]. Payment terms are as follows: [Insert Payment Terms].

3. Delivery Schedule

Products/services will be delivered by [Insert Delivery Date].

4. Confidentiality

Both parties agree to maintain the confidentiality of proprietary information.

5. Termination

Either party may terminate this agreement with [Insert Notice Period] written notice.

6. Governing Law

This agreement will be governed by the laws of [Insert Jurisdiction].

We look forward to your positive response and hope to establish a mutually beneficial relationship.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]