

Payment Terms Agreement

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company Name]

Address: [Your Company Address]

Dear [Supplier's Name],

We are writing to confirm our payment terms agreement regarding the purchase of goods and services provided by your company.

Payment Terms:

- Payment Method: [e.g., Bank Transfer, Check, etc.]
- Payment Schedule: [e.g., Net 30 days, Weekly, etc.]
- Late Payment Penalties: [e.g., 1.5% per month after the due date]

Please confirm your acceptance of these terms by signing below and returning a copy to us by [Insert Deadline].

Acceptance:

[Supplier's Name]

Date: _____

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]