

Simple Vendor Supply Contract Outline

1. Parties

- Vendor Name and Address
- Purchaser Name and Address

2. Purpose

Brief description of goods or services to be supplied.

3. Term

- Effective Date
- Duration of the Agreement
- Termination Provisions

4. Products and Quantity

- List of goods/services
- Specifications
- Delivery schedule (if applicable)

5. Price and Payment Terms

- Unit prices or service fees
- Payment schedule and method
- Penalties for late payment (if any)

6. Delivery Terms

- Delivery location(s)
- Shipping responsibilities
- Inspection and acceptance

7. Warranties and Liability

- Product/service warranties
- Liability limitations

8. Confidentiality

Obligations regarding confidential information (if applicable).

9. Governing Law

State or country law that governs the contract.

10. Signatures

1. Vendor Signature & Date
2. Purchaser Signature & Date