

# 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