

# Basic Vendor Agreement

This Vendor Agreement ("Agreement") is made and entered into as of \_\_\_\_\_ ("Effective Date"), by and between:

Company Name	_____
Address	_____
Contact	_____

("Client") and

Vendor Name	_____
Address	_____
Contact	_____

## 1. Scope of Services

The Vendor agrees to provide the following goods and/or services:

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## 2. Payment Terms

Client shall pay Vendor as follows:

Amount: \$ \_\_\_\_\_ Due Date: \_\_\_\_\_

## 3. Term and Termination

This Agreement will commence on the Effective Date and continue until completion of services, unless terminated earlier by either party with written notice of \_\_\_\_\_ days.

## 4. Confidentiality

Both parties shall maintain confidentiality of information received under this Agreement and not disclose it to any third party without prior written consent.

## 5. General Provisions

1. Each party warrants that it has the power and authority to enter into this Agreement.
2. Any amendments or modifications to this Agreement must be in writing and agreed by both parties.
3. This Agreement shall be governed by the laws of the State of \_\_\_\_\_.

4. If any section of this Agreement is held invalid, the remaining sections will remain in effect.

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Client Signature

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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Vendor Signature

Name: \_\_\_\_\_

Date: \_\_\_\_\_