

# Basic Supplier Agreement Template Outline

## 1. Parties

[Supplier Name], ("Supplier")

[Buyer Name], ("Buyer")

## 2. Purpose

Brief statement outlining the purpose of the agreement.

## 3. Term

- Effective Date
- Duration of Agreement
- Termination Clause

## 4. Products/Services

- Description of Products/Services
- Specifications
- Quantity

## 5. Pricing and Payment Terms

- Price
- Payment Method
- Payment Schedule
- Late Payment

## 6. Delivery

- Delivery Terms
- Delivery Schedule
- Risk of Loss

## 7. Warranties and Liabilities

- Product Warranty
- Limitation of Liability

## 8. Confidentiality

Obligations regarding confidential information.

## 9. Intellectual Property

Terms regarding the ownership and use of intellectual property.

## 10. Governing Law

Jurisdiction and applicable law.

## 11. Dispute Resolution

Method for resolving disputes (e.g., arbitration, mediation).

## 12. Miscellaneous

- Entire Agreement
- Amendments
- Notices
- Assignment

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### Signatures

[Supplier Representative Name & Title]

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

[Buyer Representative Name & Title]

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