

Simple Contract Form Sample

This **simple contract form sample** is designed specifically for small businesses to streamline agreements with clients and vendors. It includes clear terms and conditions to protect both parties and ensure mutual understanding. Using this template helps avoid legal complications and promotes professional relationships.

Date: _____

Parties:

Business Name: _____

Client/Vendor Name: _____

Address: _____

1. Description of Services/Products

The Business agrees to provide the following services/products to the Client/Vendor:

2. Payment Terms

Total Amount: \$ _____

Payment Method: _____

Payment Due Date: _____

3. Duration of Agreement

Start Date: _____

End Date: _____

4. Terms & Conditions

1. Both parties agree to fulfill their responsibilities as outlined above.
2. Either party may terminate this agreement with _____ days' written notice.
3. This agreement constitutes the entire understanding between both parties and supersedes prior discussions.
4. Governing Law: This contract is governed by the laws of _____.

5. Signatures

Business Representative

Date: _____

Client/Vendor

Date: _____