

Sales Agreement Form Sample

This **sales agreement form sample** outlines clear payment terms to ensure mutual understanding between buyer and seller. It details the conditions for payment schedules, methods, and deadlines to facilitate smooth transactions. Using this form helps protect both parties and promotes transparency in sales contracts.

1. Parties

Seller	[Seller Name/Company]	Buyer	[Buyer Name/Company]
Address	[Seller Address]	Address	[Buyer Address]
Contact	[Seller Contact]	Contact	[Buyer Contact]

2. Description of Goods or Services

Product/Service: [Description]

Quantity: [Quantity]

Unit Price: [Unit Price]

Total Amount: [Total Price]

3. Payment Terms

- Total Amount Due:** [Insert Amount]
- Deposit:** [Deposit Percentage]% ([Deposit Amount]), due on signing.
- Balance Due:** [Balance Amount], due on or before [Date or Delivery/Completion Date].
- Accepted Payment Methods:** [e.g., Bank Transfer, Credit Card, PayPal, Cheque]
- Late Payment Penalty:** [e.g., 2% of outstanding balance per month]

4. Delivery Terms

Delivery Date: [Delivery Date]

Shipping Method: [Shipping Method]

Destination: [Destination Address]

5. Terms and Conditions

- Both parties agree to the terms outlined in this agreement.
- Title and risk of goods transfer upon full payment.
- Any disputes arising shall be resolved according to [governing law/jurisdiction].

6. Signatures

Seller Signature: _____	Buyer Signature: _____
Name: [Seller Name] Date: _____	Name: [Buyer Name] Date: _____