

Vendor Contract Form sample

Annual Supply Agreement

This **vendor contract form** sample is designed for annual supply agreements, ensuring clear terms and mutual obligations between parties. It streamlines the procurement process with standardized clauses for pricing, delivery, and quality assurance. Utilizing this template helps maintain consistent supplier relationships and compliance throughout the contract period.

1. Parties

Supplier (Vendor) Name:

Address:

Contact Person:

Buyer (Client) Name:

Address:

Contact Person:

2. Agreement Term

Effective Date:

Agreement Duration:

12 months

3. Items & Pricing

Item Description	Quantity (Annual)	Unit Price	Total Price

4. Delivery Terms

☐ Fixed Schedule

☐ On-Demand

Delivery Address:

Delivery Frequency:

Monthly

5. Quality Assurance

☐ Products/services must meet agreed specifications.

☐ Buyer reserves right of inspection and rejection of non-compliant goods.

6. Payment Terms

Payment Period:

Net 30 Days

Payment Method:

Bank Transfer

7. Termination

☐ Either party may terminate with

30

days written notice.

8. Signatures

Supplier Representative

Buyer Representative

Name: <input type="text"/>	Name: <input type="text"/>
Title: <input type="text"/>	Title: <input type="text"/>
Signature: _____	Signature: _____
Date: <input type="text"/>	Date: <input type="text"/>

Save Contract