

# Supplier Agreement Form

This **supplier agreement form** sample Word document provides a comprehensive template for outlining terms and conditions between buyers and suppliers. It ensures clear communication of responsibilities, payment terms, and delivery schedules. Perfect for businesses seeking a professional, detailed contract structure.

## Supplier Details

Supplier Name	[Insert Supplier Name]
Contact Person	[Insert Contact Name]
Address	[Insert Address]
Email	[Insert Email]
Phone	[Insert Phone Number]

## Buyer Details

Buyer Name	[Insert Buyer Name]
Contact Person	[Insert Contact Name]
Address	[Insert Address]
Email	[Insert Email]
Phone	[Insert Phone Number]

## Agreement Overview

This agreement ("Agreement") is made between the Buyer and the Supplier as detailed above, effective as of **[Insert Effective Date]**.

### 1. Scope of Supply

The Supplier agrees to provide the following products/services to the Buyer:

- [Product/Service 1 Description]
- [Product/Service 2 Description]
- [Additional Products/Services]

### 2. Responsibilities

- Supplier:** Will ensure timely delivery, quality standards, and proper documentation.
- Buyer:** Will issue purchase orders and arrange prompt payments as per agreement.

### 3. Payment Terms

- Invoice Frequency: [Monthly/Upon Delivery/Other]
- Payment Due: [X] days after invoice receipt
- Accepted Payment Methods: [Bank Transfer, Check, etc.]
- Late Payment Penalties: [If applicable]

### 4. Delivery Schedule

- Delivery Dates: [Specify regular schedule or as per order]
- Delivery Location: [Insert Address or Location Details]
- Shipping Method: [Specify, if applicable]

### 5. Quality Assurance

The Supplier guarantees that all goods/services supplied meet the quality standards enacted by law and industry guidelines. The Buyer has the right

to request replacements for substandard goods/services.

6. Term and Termination

This Agreement shall commence on [Insert Start Date] and remain in effect until [Insert End Date/Until Terminated as per Clause]. Either party may terminate with written notice under the circumstances outlined herein.

7. Confidentiality

Both parties agree to maintain confidentiality regarding all terms, conditions, and proprietary information shared during the course of this agreement.

8. Signatures

Supplier Representative:

Buyer Representative:

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

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