

Vendor Contract Form Sample

This **vendor contract form sample** includes clear payment terms to ensure timely and agreed-upon transactions between parties. It outlines the responsibilities of both the vendor and the client regarding payment schedules, methods, and penalties for delays. Using this form helps streamline contract management and secure financial agreements.

Vendor Contract

Party Information

Vendor Name:

Client Name:

Address:

Contact Number:

Product/Service Information

Description:

Quantity:

Unit Price:

Total Amount:

Payment Terms

Payment Schedule:

Payment is due within

30

days from the date of invoice.

Payment Method:

Bank Transfer

Late Payment Penalty:

A penalty of

2

% of the overdue amount will be charged per month for delayed payments.

Signatures

Vendor Signature:

Client Signature:

Date:

Submit Contract