

Vendor Contract Form

Vendor Contract Form Sample provides a clear template for establishing agreements between vendors and clients, including detailed cancellation policies to protect both parties. It outlines the terms and conditions, ensuring mutual understanding and legal compliance. Use this form to streamline vendor agreements and manage cancellations effectively.

1. Parties

Vendor Name	_____
Address	_____
Phone / Email	_____
Client Name	_____
Address	_____
Phone / Email	_____

2. Services Provided

Description of Services:

Date(s) of Service: _____

3. Payment Terms

Total Fee: \$ _____

Deposit (if applicable): \$ _____

Payment Due Date(s): _____

4. Cancellation Policy

- Cancellations by **Client** must be submitted in writing.
- If the Client cancels more than **30 days** before the event/service date, a full refund of any deposit will be provided.
- If cancellation occurs between **15-30 days** prior to the event/service date, 50% of the deposit will be refunded.
- If cancellation occurs less than **15 days** prior to the event/service date, the deposit will be forfeited.
- The Vendor reserves the right to cancel due to unforeseen circumstances with at least **7 days** notice and will provide a full refund of any paid amounts.
- All refunds will be processed within **14 business days** of written cancellation notice.

5. Additional Terms & Conditions

Vendor Signature:

Client Signature:

Date: _____

Date: _____