

Simple Sales Agreement Form

This **simple sales agreement form** sample is designed specifically for small businesses to streamline the sales process. It clearly outlines terms and conditions to ensure a smooth transaction between buyer and seller. Using this form helps protect both parties and fosters trust in business dealings.

1. Parties

Seller's Name/Business:	<input type="text"/>
Seller's Address:	<input type="text"/>
Buyer's Name:	<input type="text"/>
Buyer's Address:	<input type="text"/>

2. Product/Service Description

Description of Goods/Services	Quantity	Unit Price	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Payment Terms

Total Amount Payable:

Payment Method:

Payment Due Date:

4. Delivery Terms

Delivery Date:

Delivery Address:

Shipping/Delivery Method:

5. Other Terms and Conditions

- All sales are final unless otherwise agreed in writing by both parties.
- The goods/services remain the property of the Seller until full payment is received.
- Any dispute arising from this agreement shall be resolved amicably between the parties.

6. Signatures

Seller's Signature	Date	Buyer's Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This form is provided as a sample and does not constitute legal advice. Consult your legal advisor to ensure compliance with applicable laws.