

Supplier Agreement Letter

Subject: Supply Agreement for [Products/Materials]

Dear [Supplier Company],

[Your Company] is pleased to enter into a supply agreement with [Supplier Company] for the provision of [specific products/materials]. This agreement establishes the terms under which [Supplier] will supply goods to [Your Company] on an ongoing basis.

Product Specifications: [Supplier] agrees to supply [detailed product descriptions, quantities, quality standards, technical specifications]. All products must meet or exceed the specifications outlined in Attachment A and comply with applicable industry regulations.

Pricing and Payment: Unit prices are set at [price list]. Prices shall remain fixed for [duration] and may be adjusted thereafter with [notice period] advance written notice. Payment terms are [terms: net 30 days, etc.], and invoices should reference purchase order numbers.

Delivery Terms: [Supplier] will deliver products to [location] according to the agreed schedule. Standard delivery time is [timeframe], with provisions for expedited shipping when necessary. [Supplier] bears responsibility for products until delivery acceptance.

Quality Assurance: [Your Company] reserves the right to inspect deliveries and reject non-conforming products. [Supplier] warrants that all products are free from defects and suitable for their intended purpose.

This agreement remains valid for [duration] with automatic renewal unless either party provides [notice period] written notice of non-renewal.

We look forward to a productive partnership.

Best regards,

[Your Name]

[Procurement Manager]

[Your Company]

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