# **📑 Vendor Agreement Template**

*A detailed contract outlining terms and conditions between a business and its vendors/suppliers.*

## **📌 Why a Vendor Agreement is Important**

✅ Clearly defines expectations, deliverables, and payment terms.  
✅ Protects both parties from disputes and misunderstandings.  
✅ Ensures compliance with legal and business regulations.  
✅ Helps build strong and professional vendor relationships.

# **📜 Vendor Agreement Template**

## 📌 Section 1: Agreement Overview

This Vendor Agreement ("Agreement") is made on [Date] between:

* Company Name: [Your Business Name]
* Business Address: [Your Business Address]
* Vendor Name: [Vendor's Business Name]
* Vendor Address: [Vendor's Business Address]
* Effective Date: [Start Date of the Agreement]
* Contract Duration: [Specify Duration or "Ongoing until terminated by either party"]

## 📌 Section 2: Scope of Work & Deliverables

### Vendor Services

* The Vendor agrees to provide the following services/products:
  + [Product/Service 1]
  + [Product/Service 2]
  + [Product/Service 3]
* The Vendor must deliver these products/services by [Specify Deadline].

### Quality & Standards

* The Vendor must ensure that all products/services meet industry standards and any specific requirements outlined by the Company.
* Any defective or subpar goods must be replaced at no additional cost to the Company.

## 📌 Section 3: Pricing & Payment Terms

* Total Payment Amount: [$X,XXX or "Based on agreed-upon pricing per order"].
* Payment Method: [Bank Transfer, Credit Card, PayPal, etc.].
* Payment Due Date: [Within X days of invoice receipt].
* Late Payment Policy: Payments made after [Due Date] will incur a late fee of [% or Fixed Amount].

## 📌 Section 4: Delivery & Logistics

* Delivery Location: [Company's Warehouse/Office Address].
* Delivery Timeline: The Vendor agrees to deliver within [Number of Days] from the order date.
* Shipping & Handling Costs: Paid by [Company/Vendor].
* Risk of Loss: The Vendor is responsible for any loss or damage of goods during transit until received by the Company.

## 📌 Section 5: Confidentiality & Data Protection

* The Vendor agrees not to disclose any confidential information related to the Company's business, customers, or proprietary processes.
* Any customer data shared for service fulfillment must be protected and used solely for contract purposes.

## 📌 Section 6: Compliance & Legal Obligations

* The Vendor must comply with all applicable laws, including labor laws, environmental regulations, and safety standards.
* The Company reserves the right to audit the Vendor’s compliance with these regulations.

## 📌 Section 7: Termination Clause

* Either party may terminate this Agreement with [Number] days' written notice.
* The Company may terminate immediately if the Vendor:
  + Fails to meet quality standards.
  + Violates contract terms or engages in fraudulent activity.

## 📌 Section 8: Dispute Resolution

* Any disputes will first be resolved through mediation.
* If mediation fails, disputes will be handled under [Applicable Jurisdiction's Law].

## 📌 Section 9: Signatures

By signing this agreement, both parties acknowledge and agree to the terms outlined.

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **📌 SAMPLE VENDOR AGREEMENT (EXCERPT)**

This Vendor Agreement ("Agreement") is made on January 1, 2025, between:

* Company Name: FreshMart Superstores
* Vendor Name: Green Harvest Farms
* Effective Date: January 1, 2025
* Contract Duration: One year, renewable annually

### Scope of Work & Deliverables

Green Harvest Farms agrees to supply:

* 500kg of organic vegetables weekly
* 200kg of assorted fruits weekly

All produce must meet FreshMart’s organic certification requirements.

### Pricing & Payment Terms

* Total Monthly Payment: $10,000
* Payment Method: Bank Transfer
* Payment Due: Within 15 days of invoice submission

### Delivery & Logistics

* Delivery Location: FreshMart Warehouse, Lagos
* Delivery Timeline: Every Monday and Thursday

### Termination Clause

FreshMart reserves the right to terminate the contract if Green Harvest Farms repeatedly delivers substandard produce or violates agreed terms.

### Signatures

FreshMart Superstores Representative  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Green Harvest Farms Representative  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **📌 Final Thoughts**

✅ This Vendor Agreement protects both businesses and vendors by clearly outlining expectations.  
✅ Customizable for different industries (retail, SaaS, supply chain, etc.).  
✅ Ensures smooth vendor relationships and streamlined operations.