**Simple Business Agreement Form**

### **Quick Agreement Overview**

* **Title of Agreement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **Party Information**

* **Provider:**
	+ **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
	+ **Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Client:**
	+ **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
	+ **Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **Agreement Content**

* **Service/Product Description:**
* **Timeline: From \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_**
* **Payment: $\_\_\_\_\_\_\_\_\_\_ payable by [Date] \_\_\_\_\_\_\_\_\_**

### **General Terms**

* **Confidentiality: [ ] Yes [ ] No**
* **Termination Notice: \_\_\_\_\_\_\_\_\_\_ days in advance**

### **Signatures**

* **Provider Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_**
* **Client Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_**

### **Table of Detailed Deliverables**

| **Deliverable** | **Due Date** | **Responsible Party** | **Status** |
| --- | --- | --- | --- |
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