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# Simple Business Agreement Form

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## 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**

<b>Deliverable</b>	<b>Due Date</b>	<b>Responsible Party</b>	<b>Status</b>