
Simple Vendor Agreement Template

Vendor Information

- Vendor Name: _____
- Vendor Address: _____
- City: _____
- State: _____
- Zip Code: _____
- Contact Number: _____
- Email Address: _____

Company Information

- Company Name: _____
- Company Address: _____
- City: _____
- State: _____
- Zip Code: _____
- Contact Phone: _____
- Email: _____

Agreement Overview

Service/Product Details	Quantity	Unit Cost	Total Cost

Terms

1. **Delivery Terms:** _____
2. **Payment Terms:** _____
3. **Contract Duration:** _____
4. **Confidentiality Clause:** _____
5. **Termination Clause:** _____

Signatures

- **Vendor Signature:** _____
- **Date:** _____
- **Company Representative Signature:**

- **Date:** _____