

Vendor Terms and Conditions Acknowledgment Form

Please review the terms and conditions detailed below. Once read, please complete, print, and sign this acknowledgment form to formalize our vendor agreement.

1. Vendor Identification

Legal Business Name:

Doing Business As (DBA), if applicable:

Business Address:

Business Phone Number:

Business Email Address:

Taxpayer Identification Number (TIN / EIN):

2. Terms and Conditions

Section A: Scope of Work

The Vendor agrees to deliver the goods or services described in the issued Purchase Order or Statement of Work in a timely and professional manner.

Section B: Payment Terms

Standard payment terms are Net 30 days following the receipt of a valid and undisputed invoice. Invoices must reference the corresponding Purchase Order number.

Section C: Compliance with Laws

The Vendor shall comply with all applicable local, state, and federal laws, regulations, and industry standards during the duration of the agreement.

Section D: Confidentiality

The Vendor agrees to keep all proprietary information, trade secrets, and customer data obtained during the performance of services strictly confidential.

Section E: Termination

Either party may terminate this agreement upon 30 days written notice to the other party for any reason, or immediately in the event of a material breach of terms.

3. Acknowledgment and Authorization

By completing and signing this form, the undersigned representative warrants and represents that they are authorized to sign on behalf of the Vendor, and that the Vendor agrees to be bound by the Terms and Conditions outlined above.

Authorized Representative Name (Printed):

Title / Position:

Signature (Sign upon printing):

Date of Signature: