Sales Agreement Template

This Sales Agreement ("Agreement") is made effective as of [Date], by and between:

# Seller (Company/Individual Name):

[Seller Name]

[Seller Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

# Buyer (Company/Individual Name):

[Buyer Name]

[Buyer Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

# 1. Description of Goods/Services

The Seller agrees to sell, and the Buyer agrees to purchase, the following goods/services under the terms of this Agreement:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item No. | Description of Goods/Services | Quantity | Unit Price | Total Price |
| [Item 1] | [Description of Goods/Services] | [Quantity] | [Unit Price] | [Total Price] |
| [Item 2] | [Description of Goods/Services] | [Quantity] | [Unit Price] | [Total Price] |

Total Price of Goods/Services: [Total Price]

# 2. Payment Terms

The Buyer agrees to pay the Seller the following amount for the goods/services described above:

- Total Payment Amount: [Total Amount]

- Payment Due Date: [Due Date]

- Payment Method: [Bank Transfer, Credit Card, etc.]

- Payment Terms: [Net 30, Net 60, etc.]

# 3. Delivery Terms

The Seller agrees to deliver the goods/services by [Delivery Date], under the following terms:

- Delivery Method: [Shipping, In-person delivery, etc.]

- Delivery Address: [Insert Delivery Address]

- Risk of Loss: Risk of loss will transfer to the Buyer upon [Shipment/Delivery].

# 4. Inspection and Acceptance

The Buyer has [X] days from the date of delivery to inspect the goods/services. If the goods/services do not conform to the Agreement, the Buyer must notify the Seller within this period, or the goods/services will be deemed accepted.

# 5. Warranties

The Seller warrants that the goods/services are free from defects and conform to the specifications described in this Agreement. The warranty period is [X] months/years from the date of delivery.

# 6. Title and Ownership

Title to the goods shall pass to the Buyer upon full payment of the purchase price. Until full payment is made, the Seller retains ownership of the goods.

# 7. Termination

Either party may terminate this Agreement by providing [X] days written notice if the other party breaches any material term of this Agreement.

# 8. Limitation of Liability

The Seller’s liability for any claim arising under this Agreement shall be limited to the purchase price of the goods/services. The Seller shall not be liable for any indirect, incidental, or consequential damages.

# 9. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of [State/Country]. Any disputes arising from this Agreement shall be resolved in the courts of [State/Country].

# 10. Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes any prior agreements, oral or written, related to the subject matter. Any modifications to this Agreement must be made in writing and signed by both parties.

# Signatures

Seller:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Buyer:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_