**1. Parties Involved**

|  |  |  |  |
| --- | --- | --- | --- |
| **Buyer Information:** | | | |
| Name: |  | | |
| Address: |  |  |  |
| Phone Number: |  | Email: |  |
| **Seller Information:** | | | |
| Name: |  | | |
| Address: |  |  |  |
| Phone Number: |  | Email: |  |

**2. Description of Goods/Services**

|  |  |
| --- | --- |
| **Item/Service Description:** | Detailed description of goods or services being purchased. |
| **Quantity:** | Number of units or amount of service. |
| **Condition:** | New, used, or refurbished (if applicable). |

**3. Purchase Price and Payment Terms**

|  |  |  |
| --- | --- | --- |
| **Total Purchase Price:** | Specify the total amount agreed upon for the purchase. | |
| **Payment Terms:** | Deposit Amount (if any): |  |
| Balance Due: |  |
| Payment Due Date(s): |  |
| Method of Payment: (e.g., bank transfer, check, credit card) |  |

**4. Delivery Terms**

|  |  |
| --- | --- |
| **Delivery Method:** | Specify how the goods/services will be delivered (e.g., shipping, pickup). |
| **Delivery Date:** | Expected date of delivery. |
| **Delivery Location:** | Address where the goods/services will be delivered. |
| **Shipping Costs:** | Specify who will bear the shipping costs (buyer or seller). |

**5. Warranties and Representations**

* **Seller Warranties:**
  + Specify any warranties provided by the seller.
* **Buyer Warranties:**
  + Confirm buyer's right and capacity to enter into this agreement.

**6. Inspection and Acceptance**

* **Inspection Period:**
  + Timeframe within which the buyer can inspect the goods/services.
* **Acceptance Criteria:**
  + Criteria for accepting the goods/services.

**7. Risk of Loss**

* **Risk Transfer:**
  + Specify when the risk of loss or damage passes from the seller to the buyer (e.g., upon delivery).

**8. Return Policy**

* **Return Conditions:**
  + Conditions under which returns are accepted.
* **Return Period:**
  + Timeframe within which returns can be made.

**9. Termination and Cancellation**

* **Termination Conditions:**
  + Conditions under which either party can terminate the agreement.
* **Cancellation Fees:**
  + Specify any fees associated with cancellation.

**10. Governing Law**

* **Jurisdiction:**
  + Specify the state or country whose laws will govern this agreement.

**11. Dispute Resolution**

* **Resolution Method:**
  + Specify the method for resolving disputes (e.g., arbitration, mediation, court litigation).

**12. Signatures**

* **Buyer Signature:**
  + Name:
  + Date:
  + Signature:
* **Seller Signature:**
  + Name:
  + Date:
  + Signature:

**Additional Clauses**

* **Confidentiality:**
  + Specify any confidentiality agreements between the parties.
* **Entire Agreement:**
  + Statement that this agreement constitutes the entire agreement between the parties and supersedes all prior negotiations and understandings.
* **Amendments:**
  + Specify that any amendments to this agreement must be in writing and signed by both parties.