

# MASTER SUPPLY AGREEMENT

This Agreement is entered into between:

- Contoso Corporation ('Buyer')
- ACME Corporation ('Supplier')

Effective Date: January 1, 2024

Term: 3 years (through December 31, 2026)

## 1. SCOPE OF AGREEMENT

This Master Supply Agreement governs all purchases of IT equipment, office supplies, and related products from Supplier by Buyer. Individual purchase orders shall reference this Agreement and incorporate its terms.

## 2. PRICING AND DISCOUNTS

2.1 Supplier agrees to provide the following discount structure:

- Standard catalog items: 15% off MSRP
- Volume purchases (>\$10,000): Additional 5% discount
- Annual commitment bonus: 3% rebate on purchases exceeding \$50,000/year

2.2 Price increases limited to 3% annually with 60 days notice.

## 3. PAYMENT TERMS

3.1 Payment Terms: Net 30 from invoice date

3.2 Early payment discount: 2% if paid within 10 days

3.3 Invoices must reference valid PO number to be processed

## 4. DELIVERY AND ACCEPTANCE

4.1 Delivery: FOB Destination, freight prepaid

4.2 Standard delivery: Within 5 business days for stocked items

4.3 Acceptance: Buyer has 10 business days to inspect and accept or reject

## 5. WARRANTY

5.1 All products carry manufacturer's standard warranty

5.2 Supplier warrants products are new and free from defects

5.3 Extended warranty options available at additional cost

## 6. APPROVED PRODUCTS (Partial List)

Dell OptiPlex Desktop Series - Various configs, base ~\$425

Dell UltraSharp Monitors - U2722D (\$349.99), U3223QE (\$699.99)

HP LaserJet Printers - M404dn (\$349), M479fdw (\$549)

Logitech Peripherals - Per catalog pricing less 15%

Office Furniture - Various, see Exhibit B

**IN WITNESS WHEREOF, the parties have executed this Agreement:**

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Contoso Corporation  
By: Michael Torres, VP Procurement  
Date:

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ACME Corporation  
By: Authorized Representative  
Date: