

Contract Agreement

This contract ("Contract") is made as of October 1, 2023, by and between ABC Supply Co. located at the email address contact@abcsupply.com, herein referred to as the "Supplier", and XYZ Corp., reachable through billing@xyzcorp.com and phone number +1234567890, referred to as the "Client".

Contract Number: ABC-2023-001

PO Number: PO123456

Issue Date: October 1, 2023

Due Date: October 15, 2023

Payment Duration: All transactions must be settled within a period of 30 days from the date of receipt.

Goods and Services

Description	Quantity	Price per Unit	VAT (%)	Total Amount
Office Supplies	10	\$15.00	20	\$180.00
Subtotal				\$180.00
Tax				\$36.00
Total				\$216.00

The Supplier hereby agrees to provide the goods and services listed above to the Client under the terms and conditions detailed in this Contract. Each item represents a portrayal of the Supplier's commitment to excellence and reliability in the distribution of specified office supplies.

Delivery Terms

Delivery of said services will occur within ten (10) calendar days following the execution of this Contract amendment unless otherwise stated or unless unforeseen circumstances arise which could delay delivery. Please keep in mind that once the Supplier dispatches the goods, the Client has five (5) days to inspect and notify the Supplier of any discrepancies.

In the event of a delay beyond the standard delivery period due to logistical challenges, the Supplier will notify the Client in writing. Both parties will work collaboratively to mitigate any delays but are obligated to adhere to the deadlines stipulated in the contract as outlined.

Payment Terms

Clients are to ensure that the balance due of \$216.00 is paid in full by October 15, 2023. In the case of payment delays extending beyond the due date, a 5% penalty will be applied to the amount due. The Supplier may levy this after a period of 5 days from the due date without further notice.

Bank Details for Payment:

Bank: Bank of Business

Account No: 987654321

It is not only a legal obligation but also beneficial for both parties to adhere closely to the timelines stated herein, ensuring minimal disruption in service provisions and maintaining a positive working relationship.

Additional Recommendations

The Supplier highly recommends maintaining documentation of all transactions. This will help safeguard against disputes and provide a clear audit trail for both parties. Clients should consider establishing a routine review of their office supplies needs to ensure they are adequately stocked at all times.

Waivers and Additional Provisions

Should any part of this Contract be found to be unenforceable, the remaining sections shall remain in full effect. This Contract shall be construed and enforced in accordance with the laws of Business City. The Supplier and Client both assent to these terms and agree to engage respectfully and professionally throughout the entirety of this agreement.

In the spirit of collaboration, both parties agree to deliberate on any issues arising from this contract resolution thoroughly before involving outside mediators or attorney services, hence promoting an amicable resolution to disputes.

Contact for Promotions

For any inquiries regarding promotional offers or additional service information, please contact ABC Supply Co. at:

- Phone: +1987654321
 - Email: promo@abcsupply.com
 - Website: www.abcsupply.com
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By signing this document, both parties agree to comply with the terms of this contract, effective as of the date above.

SIGNATURES

Authorized Representative, ABC Supply Co.

Date: _____

Authorized Representative, XYZ Corp.

Date: _____