

PROCUREMENT FORM

Project Name: _____ Reference No.: _____

Requester Information:

Full Name: _____

Department: _____

Phone / Email: _____

Vendor Information:

Company Name: _____

Contact Person: _____

Phone / Email: _____

Procurement Details:

Item Description: _____

Quantity: _____ Unit Price: _____ USD

Total Price: _____ USD

Required Delivery Date: _____

Payment Terms and Conditions:

Payment shall be made upon receipt of invoice and satisfactory delivery of goods or services. All payments are subject to the terms outlined in the purchase order and are governed by applicable United States laws. Buyer reserves the right to withhold payment for goods or services not conforming to specifications.

Delivery Instructions:

All deliveries shall be made to the address provided by the Buyer unless otherwise specified in writing. Vendor must notify Buyer at least 48 hours prior to delivery. Risk of loss shall pass to Buyer upon acceptance of goods at delivery location.

Vendor Representations and Warranties:

Vendor represents and warrants that all goods and services provided under this Procurement Form conform to the agreed specifications, are free from defects, and comply with all applicable United States laws and regulations. Vendor shall indemnify and hold Buyer harmless from any claims arising from Vendor's breach.

Termination:

Buyer may terminate this Procurement Form for cause upon written notice to Vendor if Vendor fails to cure any material breach within a reasonable period. Upon termination, Vendor shall be entitled only to payment for goods or services delivered and accepted.

Confidentiality:

Both parties agree to maintain the confidentiality of proprietary information exchanged under this Procurement Form and not to disclose such information to third parties except as required by law.

Governing Law and Venue:

This Procurement Form shall be governed by and construed in accordance with the laws of the State of _____ without regard to conflict of law principles. The parties consent to exclusive jurisdiction and venue in the state and federal courts located in _____ County, _____.

Entire Agreement and Amendments:

This Procurement Form represents the entire agreement between the parties with respect to the subject matter herein and supersedes all prior agreements, whether written or oral. Any amendments must be in writing and signed by both parties.

Signatures:

BUYER'S AUTHORIZED SIGNATORY

VENDOR'S AUTHORIZED SIGNATORY

Signature: _____

Signature: _____

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