

LETTER SIZE ENVELOPE AGREEMENT

Sender's Address: _____

Recipient's Address: _____

Agreement Parties:

Sender's Full Name: _____

Sender's Contact Info: _____

Recipient's Full Name: _____

Recipient's Contact Info: _____

Envelope Description:

Type (e.g., #10, Catalog): _____

Dimensions (Width x Height in inches): _____

Material and Color: _____

Purchase Terms:

Purchase Price (USD): _____

Payment Method and Schedule: _____

Clause 1 – Agreement Purpose

Sender agrees to provide and Recipient agrees to accept the envelopes described herein, subject to the terms and conditions of this Agreement. Both parties affirm they have full authority to enter into this Agreement.

Clause 2 – Description Accuracy

The envelopes shall conform to the description specified in this Agreement. Any variations or defects must be disclosed in writing prior to execution, otherwise the envelopes are accepted as described.

Clause 3 – Delivery and Acceptance

Delivery shall be made at the agreed location. Recipient shall inspect the envelopes promptly upon receipt and notify Sender of any discrepancies or damages within a reasonable period. Failure to notify constitutes acceptance.

Clause 4 – Payment Terms

Recipient shall pay the agreed Purchase Price according to the specified Payment Method and Schedule. Late payments may incur interest at a rate permitted by applicable law. All payments shall be made in United States Dollars.

Clause 5 – Risk and Title Transfer

Risk of loss or damage passes to Recipient upon delivery of the envelopes. Title transfers upon full payment being received by Sender.

Clause 6 – Representations and Warranties

Each party represents that it has the lawful power and authority to enter into this Agreement. Sender warrants that the envelopes provided shall conform to the quality and specifications described.

Clause 7 – Limitation of Liability

Sender's liability for any claim arising out of this Agreement shall be limited to the Purchase Price paid. Neither party shall be liable for consequential, incidental, or punitive damages.

Clause 8 – Confidentiality

Both parties agree to keep confidential any non-public information obtained during the course of this Agreement, except as required by law or with prior written consent.

Clause 9 – Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of _____, without regard to conflict of law principles.

Clause 10 – Dispute Resolution

Any dispute arising under this Agreement shall be resolved by binding arbitration in the county of _____, pursuant to the rules of the American Arbitration Association.

Clause 11 – Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements or understandings, whether written or oral.

Clause 12 – Amendments

Any modification or amendment must be in writing and signed by both parties to be effective.

Clause 13 – Severability

If any provision of this Agreement is found invalid or unenforceable, the remaining provisions shall remain in full force and effect.

Clause 14 – Notices

All notices shall be in writing and deemed delivered when received by hand delivery, certified mail, overnight courier, or electronic mail with confirmation.

Clause 15 – Force Majeure

Neither party shall be liable for failure to perform due to causes beyond reasonable control, including acts of God, government actions, or labor disputes.

Clause 16 – Waiver

Failure to enforce any provision shall not constitute waiver of future enforcement of that or any other provision.

Clause 17 – Counterparts

This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one agreement.

Clause 18 – Assignment

Neither party may assign this Agreement without the prior written consent of the other party.

Clause 19 – Relationship of Parties

The parties are independent contractors. Nothing shall create any partnership, joint venture, or agency relationship.

Clause 20 – Signatures

The parties have executed this Agreement below as of the effective date of this Agreement.

SENDER'S SIGNATURE

RECIPIENT'S SIGNATURE

Signature: _____

Signature: _____

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