

# SALES LETTER

To: \_\_\_\_\_

From: \_\_\_\_\_

## Dear Valued Customer,

We are pleased to present you with this Sales Letter outlining the terms and conditions related to the purchase and sale of the goods described herein. This letter serves as a formal offer and sets forth the rights and obligations of both parties under United States law and is intended to be legally binding and enforceable.

### Buyer Information:

Full Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

### Seller Information:

Full Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

### Product/Service Description:

Item Name/Service: \_\_\_\_\_

Quantity: \_\_\_\_\_ Unit Price (USD): \_\_\_\_\_

Description / Specifications: \_\_\_\_\_

### Payment Terms:

Total Purchase Price (USD): \_\_\_\_\_

Payment Method: \_\_\_\_\_

Payment Schedule / Due Dates: \_\_\_\_\_

### Delivery Terms:

Delivery Location: \_\_\_\_\_

Delivery Method: \_\_\_\_\_

Delivery Deadline: \_\_\_\_\_

### Warranty and Liability:

The Seller warrants that the goods or services sold conform to the specifications provided and are free from material defects at the time of delivery. Seller disclaims all other warranties, express or implied, including, but not limited to,

implied warranties of merchantability or fitness for a particular purpose, except as required by applicable law. Buyer acknowledges that it has had the opportunity to inspect the goods or services prior to purchase and accepts them as-is except as otherwise expressly agreed herein. Seller's liability for any claim arising out of or related to this sale shall be limited to replacement, repair, or refund of the purchase price, at Seller's option.

**Governing Law and Dispute Resolution:**

This Sales Letter shall be governed by and construed in accordance with the laws of the State of \_\_\_\_\_, without regard to its conflict of laws principles. Any dispute arising out of or relating to this Sales Letter shall be resolved exclusively through binding arbitration conducted in \_\_\_\_\_ County, \_\_\_\_\_, in accordance with the rules of the American Arbitration Association. The parties waive any right to a trial by jury or to participate in a class action.

**Entire Agreement:**

This Sales Letter constitutes the entire agreement between Buyer and Seller relating to the subject matter hereof and supersedes all prior agreements, understandings, negotiations, and discussions, whether oral or written. No amendment or modification shall be binding unless in writing and signed by both parties.

**SELLER'S SIGNATURE**

**BUYER'S SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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