

[Your Company Name]  
[Your Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Distributor's Name]  
[Distributor's Company Name]  
[Distributor's Address]  
[City, State, ZIP Code]

Dear [Distributor's Name],

**Re: Product Supply Terms and Conditions**

We appreciate your interest in distributing our products and look forward to a mutually beneficial partnership. To ensure clarity and smooth business operations, this letter outlines the terms and conditions for the supply of our products to your esteemed company.

1. **Pricing:** Product prices will be as specified in the attached price list, subject to revision with prior written notice.
2. **Delivery Schedules:** Deliveries will be made according to the agreed timeline upon receipt of confirmed purchase orders. Estimated delivery time is [number] days from order confirmation.
3. **Payment Methods:** Payments are to be made via [bank transfer/cheque/other], within [number] days from the date of invoice, unless otherwise agreed upon in writing.
4. **Order Quantities:** The minimum order quantity per shipment is [specify quantity]. Larger orders can be accommodated as per mutual agreement.
5. **Packaging Requirements:** Products will be supplied in [describe packaging], in accordance with industry standards and any specific requirements you may have.
6. **Quality Standards:** All products will meet the quality specifications as per [applicable standards/certifications]. Quality checks will be conducted before dispatch.
7. **Return Policy:** Returns of defective or damaged goods must be reported within [number] days of receipt. Returns are subject to approval and must comply with our return procedures.
8. **Responsibilities:** Both parties will act in good faith. Our company ensures timely delivery and product quality, while the distributor will handle local marketing, sales, and after-sales services.
9. **Confidentiality:** Details pertaining to pricing, business operations, and proprietary information shall remain confidential and not be disclosed to third parties without prior consent.
10. **Duration & Termination:** This agreement shall remain in effect for [duration], subject to renewal or termination by either party with [number] days' written notice.

Kindly review these terms and revert with your acceptance or any questions you may have. We believe these guidelines will foster a transparent and successful business relationship.

We look forward to your confirmation and to a prosperous collaboration.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]