

# Business Offer Letter for Vendor Onboarding

Date: [Insert Date]

To:

[Vendor Name]  
[Vendor Company Name]  
[Vendor Address Line 1]  
[Vendor Address Line 2]

Dear [Vendor Contact Name],

## Subject: Business Offer for Vendor Onboarding

We are pleased to extend this formal offer for onboarding [Vendor Company Name] as a vendor for [Your Company Name]. Based on our recent discussions and your demonstrated expertise, we look forward to establishing a mutually beneficial business relationship.

### 1. Company Introduction

[Your Company Name] is a leading provider of [industry/services/products], committed to quality and customer satisfaction. As part of our continuous growth, we seek reliable partners to support us in delivering exceptional value to our customers.

### 2. Scope of Work

As a designated vendor, your primary responsibilities will include:

- Supplying [Description of Goods/Services]
- Compliance: Adhering to our company standards and regulatory requirements
- Reporting: Providing regular updates and documentation as needed

### 3. Payment Terms

Our standard payment terms are as follows:

- Payment Method: [Bank Transfer/Cheque/Other]
- Payment Period: [e.g., 30 days from invoice date]
- Invoicing: All invoices must be submitted to [invoicing email/address]

### 4. Pricing Agreement

The following pricing has been agreed upon for the initial contract period:

- [Product/Service 1]: [Unit Price]
- [Product/Service 2]: [Unit Price]

### 5. Timelines

The contract will commence on [Start Date] and will be valid until [End Date/Renewal Terms]. Deliveries and milestones are expected as per the attached schedule. Please review the proposed timelines and confirm your acceptance.

### 6. Mutual Expectations

We expect both parties to maintain clear communication and uphold the highest standards of professionalism. Feedback and periodic meetings will be scheduled to review performance and resolve any concerns.

### 7. Contact Information

For any queries or further clarifications, please contact:

[Your Contact Person]  
[Contact Email]  
[Contact Phone Number]

Kindly sign and return a copy of this letter as a token of your acceptance. We look forward to a successful collaboration.

Sincerely,  
[Your Name]  
[Your Designation]

[Your Company Name]  
[Your Company Address]  
[Your Email] | [Your Phone Number]

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### Sample Acceptance

Accepted by: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_