

Sample Sales/Purchase Order Contract

Even though you may already have a distribution agreement with the terms and pricing agreed upon with your buyer/distributor, some customers still insist on a sales or purchase order contract for each order they place. This is common in China. The contract confirms pricing, delivery method, terms, and so on. It is signed by the buyer's general manager and the seller's general manager or company president. Below is a sample contract. If used, make sure to change the details (incoterm, freight forwarder, payment terms...) to fit your specific terms.

CONTRACT

THE BUYER: Foreign Company Name
Room ###, Building #, Address
City, Province, Postal Code, COUNTRY
TEL: ##-##-#####

THE SELLER: US Company
Company Name
Address
City, State, ZIP Code USA

CONTRACT NO: ##XXXXXXXX-#### (your unique identifier)

DATE: Day – Month - Year

This contract is made between the buyer and seller; whereby the buyer agrees to buy and the seller agrees to sell the under-mentioned commodity according to the terms and conditions stipulated below:

1.	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
	Specific name of item with description if necessary, including size, voltage, etc.	1 set	US\$#,###.##	US\$#,###.##
Total FOB City of shipment USD				US\$#,###.##

2. PACKING: To be packed in strong cartons, suitable for long distance parcel post/air freight transportation and change of climate, well protected against moisture and shock. The seller shall be liable for any damage of the commodity and expenses incurred on account of improper packing and for any rust attributable to inadequate or improper measures taken by the seller in regard to the packing.
3. PORT OF SHIPMENT: CITY, COUNTRY (where it departs)
4. PORT OF DESTINATION: **CITY, COUNTRY** (Where it will arrive)
5. TERMS OF PAYMENT: O/A 30 Days (state your specific terms)
6. INSURANCE: TO BE COVERED BY THE BUYER
7. DOCUMENTS: The seller shall present the following documents:
1. Invoice in duplicate
2. Non-use of wood declaration
3. Packing list in duplicate
8. SHIPMENTS: To be sent via Company (DHL, UPS, Fed/Ex, Etc.) freight collector. Our account with Company : #####
9. DELIVERY TIME: At once
10. OTHER TERMS: 1. Warranty: 2 years from ship date

THE BUYER

THE SELLER

Stamp and Signature

Stamp and Signature