

# SALES DOCUMENT TEMPLATE

Seller: \_\_\_\_\_ Buyer: \_\_\_\_\_

## Seller Information:

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

Tax Identification Number (TIN): \_\_\_\_\_

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

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

## Buyer Information:

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

Tax Identification Number (TIN): \_\_\_\_\_

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

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

## Product/Service Description:

Item(s) Sold / Service Provided: \_\_\_\_\_

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

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

## Payment Terms and Conditions:

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

Payment Schedule and Deadlines: \_\_\_\_\_

Late Payment Penalties (if any): \_\_\_\_\_

## Delivery and Acceptance:

Delivery Method and Location: \_\_\_\_\_

Delivery Date / Deadline: \_\_\_\_\_

Inspection / Acceptance Criteria: \_\_\_\_\_

## Warranties:

Seller warrants that the goods/services conform to the descriptions provided herein, are free from liens and encumbrances, and comply with all applicable laws and regulations. Buyer acknowledges that except as expressly set forth in this document, goods/services are provided AS IS without further warranties, express or implied.

## Limitation of Liability:

Neither party shall be liable for any indirect, incidental, special, consequential or punitive damages, including but not limited to loss of profits or revenue, arising out of or related to this agreement, regardless of the form of action, even if advised of the possibility of such damages.

## Termination:

Either party may terminate this agreement for material breach of its terms if such breach is not cured within a reasonable period after written notice by the non-breaching party. Termination shall not relieve any party of obligations accrued prior to termination.

**Governing Law and Venue:**

This agreement shall be governed by and construed in accordance with the laws of the State of \_\_\_\_\_ without regard to conflict of law principles. The parties consent to exclusive jurisdiction and venue in state or federal courts located in \_\_\_\_\_ County, \_\_\_\_\_.

**Entire Agreement:**

This agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous understandings, agreements, and communications, oral or written. No amendment shall be effective unless in writing and signed by both parties.

**Notices:**

All notices, requests, consents, claims, demands, waivers and other communications hereunder shall be in writing and shall be deemed to have been given when delivered by hand, sent by nationally recognized overnight courier, certified mail return receipt requested, or electronic means with confirmation of receipt, to the addresses set forth above or to such other address as may be designated by a party.

**Severability:**

If any provision of this agreement is held to be invalid, illegal or unenforceable, the remaining provisions shall remain in full force and effect, and the invalid provision shall be replaced by a valid provision that most closely approximates the intent and economic effect of the invalid provision.

**Waiver:**

No waiver by any party of any of the provisions of this agreement shall be effective unless explicitly set forth in writing and signed by the party so waiving. No waiver shall operate or be construed as a waiver in respect of any failure, breach or default not expressly identified by such written waiver.

**Force Majeure:**

Neither party shall be liable or deemed in breach for any delay or failure in performance resulting from causes beyond its reasonable control, including but not limited to acts of God, war, terrorism, strikes, government actions or natural disasters.

**SELLER'S SIGNATURE**

**BUYER'S SIGNATURE**

**Signatures:**

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

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

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

Original source of this document:

<https://docs-business.com/sales-document-template/>

Did you find this template helpful?

Find more updated templates at:

<https://docs-business.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.  
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.  
It is recommended to consult a legal professional for each specific case.