**Sample Business Contract**

Business contract reference: PPS\_345

The following business contract is a statement of intent as well as a declaration of the details of the business transaction between **Paper Stationery** [Henceforth referred to as A] and **Standard Printers** (Henceforth referred to as B].

**Business Contract Terms:**

1. A shall supply B with premium A4 and A5 size paper for a year, starting May 1st, 2020. The contract is valid till 30 April 2022, upon which it will be renewed.

Details on supplies and key success criteria:  
A- Paper need to be A4 and A5 with at least X, Y and Z specifications.

B- [insert other key success criteria]

2. Payment: An advance of $2,500 has been made to A on April 24th, 2020. The cheque number is 3743477347. The remaining $2,500 will be paid after the final delivery is made.

3. In case of any breach of terms and conditions, either part can take legal action. This contract is legally binding.

**Business contract date:**April 25th, 2020

We wish both parties success in all endeavors and hope for a successful long-term working relationship.

**Signatures:**

Signed by (or on behalf of the Seller)

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name / Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by (or on behalf of the Buyer)

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name / Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_