

SALES CONTRACT

Prepared by: [First and last name of preparer and name of your business]

Client/Customer Name: [Name of client organization or customer]

Client/Customer Address: [Address of client organization or customer]

Name of Billing Contact: [First and last name of billing contact]

Billing Contact Phone Number: [Phone number of billing contact]

Billing Contact Email Address: [Email address of billing contact]

Contract Effective Date: [Date of contract start]

Scope of Products/Services:

- **[Product or service name]:** [Brief summary/description of product or service provides]
- **[Product or service name]:** [Brief summary/description of product or service provides]

Deliverables and Frequencies:

- [Specific deliverable, quantity, and how it will be delivered (ex: 3 x Written Articles Delivered via Google Doc)]
- [Other deliverables and frequencies]
- [Other deliverables and frequencies]

Term of Contract/Timeline of Deliverables:

- [Indicate term of contract (ex: Three Months from the “Effective Date”) or expected timeline to deliver deliverables]

Contract Price for the Product or Scope of Services Listed Above: [\$ total price]

Price Breakdown

Description	Unit Price	Quantity	Total Price
Description or name of item or service	[Price per unit, hour, or deliverable]	[Total or expected number units]	[Total price]
Description or name of item or service	[Price per unit, hour, or deliverable]	[Total or expected number units]	[Total price]

Payment Requirements: [Description of terms, due date, and frequency of payment as well as payment method (ex: Payment is due no later than 30 days from the date the invoice is sent to the “Billing Contact” listed above via email. Payment is expected to be made by credit/debit card or by check.)]

Binding Agreement: This Order Form is subject to and governed by the Service Terms attached [attach separate terms of service], which are hereby incorporated into this Order Form by reference. Upon execution by both parties where indicated below, this Order Form creates a legally binding contract between the parties.

By signing below, you are agreeing to this sales contract, its terms, and agree to pay all fees in a timely manner.

Customer or Client Name:

Customer or Client Signature:

Date: