

ORDER REQUEST FORM

Request Number: _____ Priority Level: _____

Requester Information:

Full Name: _____

Department: _____

Contact Phone/Email: _____

Vendor Information:

Vendor Name: _____

Vendor Contact: _____

Vendor Phone/Email: _____

Order Details:

Item Description: _____

Quantity: _____ Unit Price (USD): _____

Total Price (USD): _____

Delivery Instructions:

Payment Terms:

Clause 1 – Order Confirmation

The Vendor shall confirm acceptance of this Order Request Form in writing within a reasonable period. Acceptance binds the Vendor to supply goods and/or services as specified under the terms of this form.

Clause 2 – Compliance with Specifications

All goods delivered and/or services performed shall conform strictly to the specifications, quantities, and delivery schedules set forth herein. Non-compliance may result in rejection and return at the Vendor's expense.

Clause 3 – Pricing and Payment

Prices are firm and inclusive of all applicable taxes, duties, and fees unless otherwise stated. Payment shall be made according to the agreed terms after receipt and acceptance of the goods or services.

Clause 4 – Delivery and Risk of Loss

Delivery shall be made at the location specified in the Delivery Instructions. Risk of loss or damage passes to the Buyer upon delivery and acceptance of the goods or services.

Clause 5 – Warranties

The Vendor warrants that all goods and services supplied under this Order Request Form shall be free from defects in materials and workmanship and shall conform to all applicable specifications and standards for a minimum warranty period of ninety (90) days.

Clause 6 – Inspection and Acceptance

The Buyer reserves the right to inspect all goods and services upon delivery and within a reasonable period thereafter. Acceptance shall be contingent upon satisfactory inspection and testing.

Clause 7 – Termination

The Buyer may terminate this Order Request Form in whole or in part at any time by written notice to the Vendor. Upon termination, the Vendor shall cease work and mitigate any costs.

Clause 8 – Indemnification

The Vendor shall indemnify, defend, and hold harmless the Buyer from any claims, damages, liabilities, and expenses arising out of or relating to the Vendor's performance or breach of this Order Request Form.

Clause 9 – Confidentiality

Both parties agree to maintain the confidentiality of any proprietary or confidential information exchanged in connection with this Order Request Form.

Clause 10 – Governing Law and Jurisdiction

This Order Request Form shall be governed by and construed in accordance with the laws of the United States and the State of _____. Any disputes shall be subject to the exclusive jurisdiction of the courts located in _____ County, _____.

Clause 11 – Entire Agreement

This document constitutes the entire agreement between the parties with respect to the subject matter herein and supersedes all prior agreements and understandings.

Clause 12 – Amendments

No modification or amendment to this Order Request Form shall be effective unless made in writing and signed by authorized representatives of both parties.

Clause 13 – Force Majeure

Neither party shall be liable for any failure or delay in performance due to causes beyond their reasonable control, including but not limited to acts of God, war, terrorism, labor disputes, or governmental actions.

Clause 14 – Assignment

Neither party may assign or transfer its rights or obligations under this Order Request Form without the prior written consent of the other party.

Clause 15 – Notices

All notices required or permitted under this Order Request Form shall be in writing and delivered personally, by certified mail, or by a nationally recognized overnight courier service.

Clause 16 – Severability

If any provision of this Order Request Form is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

Clause 17 – Waiver

Failure to enforce any provision of this Order Request Form shall not be deemed a waiver of such provision or the right to enforce it later.

Clause 18 – Independent Contractor

The Vendor shall perform as an independent contractor and not as an employee or agent of the Buyer.

Clause 19 – Compliance with Laws

The Vendor shall comply with all applicable federal, state, and local laws, regulations, and ordinances in performing under this Order Request Form.

Clause 20 – Signatures and Counterparts

This Order Request Form may be executed in counterparts, each of which shall be deemed an original, and all of which shall constitute one and the same agreement.

REQUESTER'S SIGNATURE

VENDOR'S SIGNATURE

Signature: _____

Signature: _____

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