Office Supplies Supply Agreement

Article 1 (Purpose)

This agreement sets out the rights and duties of Party A and Party B concerning the supply of the office supplies Party A needs.

Article 2 (Term)

The term of this agreement is from 1 January 2026 to 31 December 2026.

Article 3 (Items supplied)

The items and specifications supplied follow the list attached. Changes to the list are made by written agreement.

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Article 4 (Orders and delivery)

Party A places orders in the first week of each month, and Party B delivers within 5 business days of the order date.

Article 5 (Inspection)

Party A inspects within 3 business days of delivery and notifies Party B of the result.

Article 6 (Payment)

Party A pays by the 10th of the following month after the inspection is complete.

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Article 7 (Defects)

Party B exchanges or refunds within 5 business days of receiving notice of a defect.

Article 8 (Confidentiality)

Neither Party A nor Party B provides to a third party any information about the other party learned in connection with this agreement.

Article 9 (No assignment)

Neither Party A nor Party B may assign the rights and duties under this agreement to a third party without the other party's written consent.

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Article 10 (Damages)

Where one party causes loss to the other through its fault, it compensates that loss.

Article 11 (Renewal)

(1) This agreement is renewed automatically for one year on the same terms on its expiry date.

(2) A party that does not wish to renew must give the other party written notice of termination at least 60 days before the expiry date.

Article 12 (Disputes)

Disputes concerning this agreement are settled by mutual consultation; if consultation fails, the court with jurisdiction over Party A's address has jurisdiction.