

Forward Purchasing Commitment Template

The Forward Purchasing Commitment Template includes the model recommendations for public institutions entering this type of purchasing commitment.

[Commitment Tracking Number]

[Date]

FORWARD PURCHASING COMMITMENT BETWEEN [INSTITUTION] & [VENDOR]

[Institution] [Address] [Phone/Email]	[Institution] [Address] [Phone/Email]
[Designated Contact] [Phone/Email]	[Designated Contact] [Phone/Email]

PRODUCTION COLLABORATION

[Vendor] will produce [insert product] for [Institution] from [insert duration of commitment]. [Institution] is committed to purchasing [insert product] as set forth in this commitment form.

PRODUCT, QUALITY & AMOUNT

[Institution] will purchase a total of [insert total dollar amount] dollars of [insert product and quality] from [Vendor]. Individual pricing of product(s) will adhere to the following:

- [Insert pricing per unit amount/range/standard for each product included]

*** OR ***

Product	Quality & Description	Pricing Per Unit
[Insert product number if available or name of product]	[Insert quality requirement and any additional description]	[Insert set price/range/standard]

COMMITMENT DURATION

[Institution] will purchase the specified amount and product(s) listed on this commitment form for [insert duration of commitment]. Deliveries will occur [insert recurring order interval]. There will be [number of deliveries] deliveries beginning [insert start date] and ending [insert end date].

PAYMENT

Payment from [Institution] to [Vendor] is due on the date of delivery for each installment. Payment should be delivered in the form of [insert form of payment] addressed to [Vendor]. [If applicable, address advance payment arrangement.]

DELIVERY

[Vendor's] deliveries will be made on [insert day] at [insert time] every [insert recurring interval]. If a delivery is delayed or will not be fulfilled, [Vendor] will notify [Institution] at the earliest opportunity. [If there are excluded periods, list the dates where there will be no delivery.]

CANCELATION POLICY

[Institution] and [Vendor] reserve the right to cancel this order at any time without cost or obligation for any items not released against this order.

OTHER

- *Return Policy:* [Institution] may return any produce that is received in a condition not fit for consumption.
- *Price Guarantee:* The amount of the standing purchase order is the agreed total price and shall not be exceeded without advance written consent from the [Institution's designated contact] identified on the order.

By signing below, parties agree to the terms of this agreement.

Signature of Institution Designated Contact

Signature of Vendor Designated Contact

Printed Name of Designated Contact

Printed Name of Vendor Designated
Contact

Date

Date