

# Sample Negotiation Template

This negotiation template helps structure discussions with suppliers. It provides a clear record of key points, counteroffers, and final agreements.

## 1. Basic Information

|                      |  |
|----------------------|--|
| Supplier Name:       |  |
| Contact Person:      |  |
| Product/Item:        |  |
| Date of Negotiation: |  |

## 2. Initial Supplier Offer

| Item                         | Supplier Offer | Notes |
|------------------------------|----------------|-------|
| Price (per unit)             |                |       |
| MOQ (Minimum Order Quantity) |                |       |
| Lead Time (days)             |                |       |
| Payment Terms                |                |       |
| Delivery Terms (Incoterms)   |                |       |

## 3. Buyer Counteroffer

| Item                         | Buyer Counteroffer | Notes |
|------------------------------|--------------------|-------|
| Price (per unit)             |                    |       |
| MOQ (Minimum Order Quantity) |                    |       |
| Lead Time (days)             |                    |       |
| Payment Terms                |                    |       |
| Delivery Terms (Incoterms)   |                    |       |

## 4. Final Agreed Terms

| Item                         | Final Agreement | Notes |
|------------------------------|-----------------|-------|
| Price (per unit)             |                 |       |
| MOQ (Minimum Order Quantity) |                 |       |
| Lead Time (days)             |                 |       |
| Payment Terms                |                 |       |
| Delivery Terms (Incoterms)   |                 |       |

## 5. Signatures

Buyer Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
Supplier Representative: \_\_\_\_\_ Date: \_\_\_\_\_