

LETTER STENCIL AGREEMENT

Location: _____ Date: _____

Sender Information:

Full Name: _____

Address: _____

Phone/Email: _____

Recipient Information:

Full Name: _____

Address: _____

Phone/Email: _____

Letter Stencil Details:

Stencil Text: _____

Font Style and Size: _____

Color: _____

Pricing and Payment Terms:

Price: _____ USD

Payment Method: _____

Clause 1 – Purpose

This Agreement sets forth the terms and conditions under which the Provider agrees to produce and deliver a letter stencil as described herein to the Client.

Clause 2 – Specifications

The Client shall provide exact specifications of the stencil text, including font, size, and color. Provider will use reasonable efforts to match the Client's requested specifications.

Clause 3 – Production and Delivery

Provider shall manufacture the stencil and deliver it to the Client at the agreed location. Delivery times are estimates and may vary depending on Provider's production capacity and shipping conditions.

Clause 4 – Price and Payment

The total price for the stencil is as set forth above. Payment shall be due upon execution of this Agreement unless otherwise agreed in writing.

Clause 5 – Changes and Cancellations

Any changes to the specifications or cancellations must be submitted in writing. Provider reserves the right to adjust pricing and delivery schedules accordingly.

Clause 6 – Warranty and Liability

Provider warrants that the stencil will be free from defects in materials and workmanship at the time of delivery.

Provider's liability is limited to replacement or repair of defective stencils and shall not extend to any incidental or consequential damages.

Clause 7 – Intellectual Property

All intellectual property rights in the stencil design and content remain the property of the Client or authorized third parties. Provider shall not reproduce, distribute, or use the design except as necessary to fulfill this Agreement.

Clause 8 – Confidentiality

Both parties agree to keep confidential all non-public information exchanged in connection with this Agreement and not to disclose it to third parties without prior written consent.

Clause 9 – Governing Law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of the United States of America. Any disputes arising shall be subject to the exclusive jurisdiction of federal or state courts within the appropriate venue.

Clause 10 – Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements, understandings, or communications, whether oral or written.

Clause 11 – Amendments

Any amendment or modification to this Agreement must be made in writing and signed by authorized representatives of both parties.

Clause 12 – Severability

If any provision of this Agreement is held to be invalid or unenforceable, the remainder of the Agreement shall remain in full force and effect.

Clause 13 – Force Majeure

Neither party shall be liable for delays or failures in performance due to causes beyond their reasonable control, including but not limited to natural disasters, acts of government, or labor disputes.

Clause 14 – Notices

All notices shall be in writing and delivered by hand, certified mail, or electronic means with confirmation of receipt to the addresses specified herein.

Clause 15 – Counterparts

This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

Clause 16 – Signature Authorization

Each party represents and warrants that the individual signing this Agreement is duly authorized to bind the respective party.

PROVIDER SIGNATURE

CLIENT SIGNATURE

Signature: _____

Signature: _____

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