

## Firm Offer Template

\_\_\_\_\_, referred to herein as supplier offers to sell to  
\_\_\_\_\_, referred to herein as "Customer", the following:

Item: \_\_\_\_\_

Quantity of purchase: \_\_\_\_\_

Maximum number of units available: \_\_\_\_\_

Terms: \_\_\_\_\_

Price per unit: \_\_\_\_\_

This is a firm offer under Section 2-205 of the Uniform Commercial Code and will remain open for 30 days from date of making.

For \_\_\_\_\_

Dated: \_\_\_\_\_

The offer made by \_\_\_\_\_ is accepted, and the following order entered as is provided in the offer:

Item: \_\_\_\_\_

Quantity of purchase: \_\_\_\_\_

Delivery date requested: \_\_\_\_\_

Terms: \_\_\_\_\_

For \_\_\_\_\_

\_\_\_\_\_  
**Customer**

**Dated:** \_\_\_\_\_

## **Firm Offer - Review List**

This review list is provided to inform you about this document in question and assist you in its preparation. A Firm Offer document is often used by a company with one of the Seller's agents so the agent can get the offer approved at headquarters. It is a useful approach for the buyer if accepted in whole or even if you receive a counter bid in return. It is also helpful for the seller's agent because they have all terms in writing and can submit it without all the "what ifs" surrounding oral offers.

1. Make multiple copies. Give one to the signatory and another for the potential seller.