Supply Agreement

Agreement no. SA-2026-014

This Supply Agreement is made on 1 March 2026 between **Asante & Partners Ltd** ("the Company") and **Total Office Supplies Ltd** ("the Supplier").

1. GOODS

The Supplier shall supply office stationery, printer consumables and filing supplies as ordered by the Company from time to time, at the prices in Schedule A.

2. TERM

This Agreement starts on 1 March 2026 and runs for one year. It renews automatically on 1 March 2027 for a further year unless either party gives sixty (60) days' written notice.

3. ORDERS AND DELIVERY

The Company places orders by email or purchase order. The Supplier delivers within five (5) working days to the Company's Accra office, with a delivery note for each delivery.

4. PRICES AND PAYMENT

Prices are fixed for the first year. Invoices are payable within thirty (30) days of receipt. Late payment may attract interest at the rate in Schedule B.

5. QUALITY AND RETURNS

Goods must match the agreed specification. The Company may return damaged or incorrect goods within fourteen (14) days for replacement or credit.

6. CONFIDENTIALITY AND DATA PROTECTION

Each party keeps the other's confidential information private and handles personal data in line with the Data Protection Act, 2012 (Act 843).

7. TERMINATION

Either party may end this Agreement for a material breach that is not remedied within thirty (30) days of written notice.

8. GOVERNING LAW

This Agreement is governed by the laws of the Republic of Ghana.

SCHEDULE A - PRICES (EXCERPT)

ITEM	UNIT PRICE (GHS)
A4 printer paper, box of 5 reams	240.00
Toner cartridge, HP 59A	1,150.00
Lever arch file	35.00

SIGNATURES

For the Company

Name: James Boateng
Title: Managing director
Date:

For the Supplier

Name: Yaw Mensah
Title: Sales manager
Date: