

Commercial Contract

WHOLESALE BUSINESS



*Empowered lives.
Resilient nations.*



Small and Medium Enterprises Development Authority

Ministry of Industries & Production

Government of Pakistan

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January 2013

Wholesale Business

Pro-Gole (Right to do Business)

Legal Services, B&SDS

LEGAL SERVICES, SMEDA

The Legal Services (LS) department is a part of Business & Sector Development Services Division of the Small Medium Enterprises Development Authority and plays a key role in providing an overall facilitation and support to the small businesses. The LS believes that information dissemination among the small businesses on the existing legal & regulatory environment and business to business and business to client contracting is of paramount importance and plays a pivotal role in their sustainable development.

In order to facilitate small businesses, the LS, under the Pro-GOLE (Right to do business) project, a joint SMEDA-UNDP initiative for supporting the small businesses, has developed user-friendly contract templates.

Pro-GOLE, (Right to do Business)

The UNDP has partnered with the Small and Medium Enterprises Development Authority to initiate and execute the Pillar 4 (Right to do business) component of the UNDP PRO-GOLE project which seeks to enhance the legal awareness and mobility of marginalized/ informal businesses. Under the project legal services outreach shall be extended to small businesses including home based enterprises, small shopkeepers, growers, women entrepreneurs, hawking vendors etc. In addition, small business shall be mobilized to access legal services.

The Need for Commercial Contracts Templates

In an increasingly complex and competitive industry, it is vital that suppliers and purchasers are fully protected against legal and commercial risks. To counter such risks, a viable solution; available as- of the shelf commercial contract templates- will provide the users with first class ready to use support. With obligations properly set out and liabilities accurately defined, the users will be in a far better position to look after their rights and interests and move forward from their marginalized positions to being active players of the economy. The Legal Service Providers can equally take benefit of these templates for their professional and business development.

Disclaimer

The information contained in this template is meant to facilitate the businesses in documenting transactions for small shopkeepers terms and conditions for commercial matters. However, SMEDA, UNDP or any of their employees or representatives accept no responsibility and expressly disclaim any and all liabilities for any and all losses/shortfalls caused by or motivated by recommendations from the information contained within this document. Although SMEDA's ambition is to provide accurate and reliable information; yet, the document is not an alternative to expert legal advice and should ideally be used in conjunction with the same. Any person using this document and or benefiting from the information contained herein shall do so at his/her own risk and costs and be deemed to have accepted this disclaimer.

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Wholesale Business

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Legal Services, B&SDS

WHOLESALE BUSINESSES

- Minimum order accepted is [insert number] units.
- The Customer shall pay [insert percentage]% of the order price upfront. The remaining [insert percentage]% of the order price shall be payable at the time of delivery.
- Credit Cards are accepted. However, a discount of [insert percentage] of the order price is offered on cash payments.
- Please allow [insert number] business days to process your order.

All orders are shipped via [insert shipper's name] unless otherwise specified by the Customer. Expedited shipping is available at additional cost. Shipping charges shall be borne by the Customer, and payable at the time of delivery.

- Goods once sold are not refundable, but are exchangeable if not in accordance with the specifications provided.
- Orders under [insert amount] incur a [insert amount] handling fee in addition to shipping charges.
- Customers are advised to inspect items upon receipt as returns are only accepted for defected items.
- Claim of defected items must be notified to [insert name of the Business] within [insert number] days of delivery, and the defected items must be returned to [insert name of the Business] within [insert number] days in their original and unused condition/packing.
- 10% off all orders over [insert amount]/ 15% off orders over [insert amount]/ 20% off orders over [insert amount].