



Payment Terms Agreement

This Payment Terms Agreement ("Agreement") are made and entered by and between ("CONTRACTOR") and the College of Architecture, Texas A&M University ("CUSTOMER") to supersede any other payment terms, be they oral or written, between "Contractor" and "Customer". "Contractor" and "Customer" hereby agree as follows:

PAYMENT: Customer shall pay for the goods and/or services furnished by Contractor in accordance with the agreed upon terms of this agreement.

DESCRIPTION OF SERVICES PROVIDED:

Note: If this payment is for a speaking engagement, the date, title and audience for the lecture is required.

CONTRACTOR _____ will receive (\$) _____,

Within ___ days of the receipt of Contractor's invoice and/or receipt of agreed upon goods and/or services, whichever is later.

Immediately upon receipt of Contractor's invoice and/or receipt of agreed upon goods and/or services, whichever is later. If choosing this option, this completed form must be received by the Business Office at least two weeks in advance of the date of service.

Note: If reimbursing for travel expenses, all travel receipts must be attached.

AGREEMENT:

Agreed on this date: _____

Contractor [Print]

College of Architecture [Print]

Contractor [Signature]

College of Architecture [Signature]

For Departmental Use Only:

Contractor (Vendor) Set up – Please attach necessary forms to agreement:

- For payments to US Citizens and Legal Permanent Residents: <http://tx.ag/w9form>
- For payments to international foreign contractors, please attach the Certificate of Foreign Status <http://tx.ag/foreignstatus> and complete the Glacier process at <http://tx.ag/glacierprocess>

Departmental Account # _____ (must have signature authority)

Any contested invoiced charges or discrepancies between the goods, services and terms of delivery ordered by Customer and those furnished by Contractor shall negate the payment terms in this "Agreement" and Texas A&M University's default payment terms shall govern.