# Creating a Sales Contract

This playbook describes the systematic approach to constructing a sales contract. It involves defining terms for the exchange of goods or services, including warranties and delivery terms to establish a legally binding agreement.

### Step 1: Preparation

Gather all the necessary information about the goods or services to be exchanged, including details like quantity, price, description, etc.

### Step 2: Parties Identification

Identify and list all parties involved in the contract with their legal names and addresses.

### Step 3: Terms Definition

Define the terms and conditions of sale, including payment terms, delivery dates, and location.

### Step 4: Warranties Specification

Clearly specify any warranties or guarantees provided for the goods or services.

### Step 5: Legal Provisions

Include any legal provisions that may apply, such as liability limitations, dispute resolution mechanisms, and governing law.

### Step 6: Review & Adjust

Carefully review the contract to ensure all terms are correct and make any necessary adjustments.

### Step 7: Signatures

Obtain signatures from all parties involved, ensuring that everyone agrees to the terms laid out in the contract.

## General Notes

### Legal Advice

Seek legal counsel when drafting the contract to ensure its enforceability and compliance with applicable laws.