

# Simple Sale Agreement

A short, plain-language agreement that records what is being sold, the agreed price, how payment is made, and when the item changes hands.

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## 1. Parties

Identifies the seller and the buyer with full names and ID details so there is no doubt who agreed to what.

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## 2. Item description

Describes exactly what is being sold, including model and serial number, so the agreement cannot be confused with a different item.

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## 3. Condition and as-is statement

Records the item's condition and known faults, and states whether the buyer accepts it as-is after inspection.

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## 4. Price

States the full price in both figures and words to prevent later disagreement about the amount.

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## 5. Payment

Sets out how and when payment is made, and that the seller will confirm receipt in writing or by signing a receipt.

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## 6. Handover

States when and where the item passes to the buyer, and who bears the risk if it is damaged before handover.

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## 7. Ownership

Confirms the seller owns the item, that it is not stolen or subject to someone else's claim, and that ownership passes on full payment.

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Signatures — A

Signatures — B

Witness signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

PREVIEW