

Bill of Sale

- 🔊 It is crucial to accurately and properly document the sale of anything valuable.
- 🔊 In the event that it's stolen or there is any question as to the validity of your ownership, you have the receipt from the person who sold it you.
- 🔊 The first part of the Memorandum should be completed and distributed to the other party along with a copy of the Bill of Sale.


Date: **[Month, Day, Year]**

To: **[Name of Buyer]**

From: **[Owner/Founder]**
[Company]

Subject: **Bill of Sale**

Attached is a Bill of Sale to provide you with evidence of a sale.

(Warranties are also included  buyer's protection.)

I believe that it embodies everything we discussed.

Please read the agreement carefully.

We recommend that you also have it reviewed by your own qualified legal counsel.

Time is of the essence.

Please sign and return it to me asap.

Thank you very much!

From JIAN

NOTICE:

We wish we could provide an agreement that was tailored *exactly* to your business. While this is not always possible, we feel that we've come very close and that this document provides you with the head-start that you need to get your deal moving. Nevertheless, we must make this disclaimer:

- 🚫 **Do Not Use This Agreement 'As-Is.'**
- 🚫 **This Agreement Is Not Legal Advice.**
- 🚫 **Read it Thoroughly and Make All Appropriate Changes to Fit Your Requirements.**
- 🚫 **You Should Have this Agreement Reviewed and Approved by a Qualified Attorney at Law Before Using It.**
- 🚫 **JIAN Accepts No Liability for the Effectiveness of This Document For Your Purposes.**

Free Access to Attorneys, Accountants & Consultants in Your Area

We're building a network of business experts who are eager to help you when you need it. They can review your work, make suggestions, handle unique situations and introduce you to influential people. On our website you can search by expertise and location, then e-mail or jump straight to their website. Although they are professionals and charge for their services, most offer an initial consultation free of charge. They're in your area and you can contact them directly.


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Ongoing Update Service Keeps You Current


Things change, laws change, the world changes... new ideas come along all the time. When you register, you can access our website to get updates and changes... like new and improved spreadsheets and documents. They can be downloaded directly to your computer.

- Please visit our website under [Updates](#).
- Remember to bookmark our website: www.JIAN.com

Editing Your Sample Contract

Since this entire agreement is formatted in Word, you can edit it like any other Word document. You can jump from variable to variable by clicking the above  green arrows (JIAN Menu) which will take you forward / backward and highlight the entire sample text identified within the “[]” brackets – simply edit / type-over with your information.

To make sure you have filled in all the variables, use Word's 'FIND' function to locate any “[]” which may contain an unedited variable.

- Click the  icon in the JIAN menu above to turn the expert comments on/off.
- Upon completion, delete any unnecessary blank lines that remain.
- You may format this document any way you like.
- Delete this page.

Bill of Sale

🔊 Enter the names of the parties and the date the Agreement is made.

This Bill of Sale is made on

Effective Date: **[Month, Day, Year]**

between **[Owner/Founder]**, (“Seller”)

a State of organization or residence] [Corporation / Partnership / Sole Proprietorship / Resident],

located at [Address]
[City], [State] Zip Code]

and **[Name of Buyer]**, (“Buyer”)

a [State of organization or residence] [Corporation / Partnership / Sole Proprietorship / Resident]

located at [Address].

🔊 For the first insert in the next paragraph, enter the total payment, for example One Thousand dollars (\$1,000.00). For the second insert, describe the Goods by the type and quantity or refer to a list or schedule to be attached to this Bill of Sale.

In exchange for the payment of \$[xxx] dollars that has been received, the Seller sells, assigns and transfers all of its right title and interest in the following Goods (the "Goods"):

- [Describe Goods/year/make/model – enough info to make no mistake]
- [Serial #].

🔊 In the next paragraph, you are provided with two options. The first makes this a Bill of Sale with Warranties, and the second makes it a Bill of Sale without Warranties. Use one and delete the other.

The Seller warrants that it owns the Goods and that it has the Authority to sell the Goods to the Buyer. The Seller further warrants that the Goods are free and clear of all liens, indebtedness, or liabilities. The Seller also warrants that all of the Goods are in good working condition as of the date transferred.

🔊 [Or]

The Seller disclaims any implied warranty of merchantability or fitness; the goods are sold in their present condition, “As Is.”

Understood, Agreed & Approved

We have carefully reviewed this Bill of Sale contract and agree to and accept all of its terms and conditions. We are executing this Bill of Sale as of the Effective Date above.

Seller:

[Owner/Founder]

Title

