

# Layaway Agreement

for  
Your Shop Name

This document may be edited in Microsoft Word or any text editor. Remove these lines and any terms that do not apply or modify them according to your shop's policies.



Name  
Address  
City, State, Zip  
Phone Number  
Phone Number  
Email Address

Items Purchased	Purchase Price	Payment Date	Payment Amount
		Service Fee	
		Total Purchase Price	
		Down Payment	
		Remaining Balance	

Hereinafter 'Seller' refers to (Your Shop Name) and 'Buyer' refers to the purchaser of the items listed herein.

Seller agrees to deliver the above items or identical items to Buyer upon Buyer's completion of the payments shown above. The purchase price may not be increased. The items will/will not be segregated from merchandise for sale.

Seller agrees to reduce the purchase price of any item to a lower price if said item is lowered in price within the next 10 days. If an item goes on sale after 10 days and during the term of this Agreement, Buyer may purchase the item at the lower price if payment is made in full.

Buyer agrees to purchase the items listed above and to make the payments as scheduled herein. Buyer agrees to pay the designated Service Fee and to pay a late fee of \$ \_\_\_\_\_ for each payment made more than 10 days after its due date. Payments will be automatically charged to Buyer's credit card account. Final payment may be made prior to its scheduled date.

Buyer agrees to make all payments by the final due date. If all payments are not completed, Buyer agrees to (forfeit all payments made) (pay a restocking fee of \$ \_\_\_\_\_) (accept store credit for the amount of payments made) (accept full cash refund of all payments made).

# Layaway Agreement for Your Shop Name (continued)

Scheduled payments will be automatically charged to Buyer's credit card account on the 10th of each month regardless of the day of the month this layaway began.

By making the initial layaway payment and signing this Agreement, Buyer agrees to these terms, accepts a copy of this Agreement as a receipt of the down payment and agrees to maintain current contact information with Seller. This layaway will be forfeited if left unattended for \_\_\_\_\_ days.

Date _____  _____ Seller's Signature  _____ Buyer's Signature	For Office Use				
	Date	Paid	Rcpt#	Bal	Rcvd

**Thank you!**

Your Name  
Your Shop's Name & Address  
phone/fax/cell  
Your Shop's Email Address  
<http://www.yoursite.com>