



SERVICE TITAN

Commercial HVAC Maintenance Agreement Template

WHAT A MAINTENANCE AGREEMENT IS USED FOR

A maintenance agreement outlines responsibilities between the client and your business. The document should also outline payment arrangements.

WHAT IT LOOKS LIKE

A maintenance agreement will include:



RESPONSIBILITIES

Detailed description of the contractor's exact responsibilities for the term of the agreement and the location of work.



TIME

Time length of the agreement with provisions written on how the agreement can be terminated early.



PAYMENT

Payment arrangements, including payment terms and amounts.

BENEFITS

- **Annual Inspection** - Included during regular business hours.
- **Increased Equipment Life** - Proper maintenance will increase equipment life.
- **Lower Utilities** - Don't pay more on your utility bill than you need to!
- **Emergency Service** - 24/7 service at no additional charge.

YOUR LOGO HERE

Your company information here.

MAINTENANCE AGREEMENT **TEMPLATE**

Company Name:

Address:

Phone Number:

Email:

Point of Contact Name & Phone Number:

Location(s) serviced:

PAYMENT INFORMATION

Name: Email:

Address: Home Phone:

City: State: Zip: Cell Phone:

Credit Card Type: ☐ Visa ☐ Mastercard ☐ American Express ☐ Discover

Credit Card #: Expiration Date: (mm/yyyy)

Name as Appears on Credit Card:

Full Paymernt: \$ Monthly Paymernt: \$ Start Billing on:

Cardholder Signature: Date:(mm/yyyy)

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