

#### WHAT A SERVICE AGREEMENT USED FOR

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



A service 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.



#### **TAYMENT**

Payment arrangements, including payment terms and amounts.

### **DOWNLOAD THE TEMPLATE**

Fill out the form below and download this **free template** to start using for your business today.



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• Materials (and Quantity)

• Recurrence Schedule or Stage

It's important to consult a lawyer to make sure your contract is legally binding and follows state regulations.

# SERVICE AGREEMENT TEMPLATE Company Name: Address: Customer Name: Address: **Phone Number:** \_\_\_\_Email: SERVICES PERFORMED UNDER THIS AGREEMENT \_\_\_\_\_ Price \$ \_ \_ \_ \_ \_ \_ Plan 1 **Description of Service or Program** Materials (and Quantity) • Recurrence Schedule or Stage Plan 2 Price \$ \_ \_ \_ \_ \_ \_ **Description of Service or Program** Materials (and Quantity) • Recurrence Schedule or Stage Plan 3 Price \$ \_ \_ \_ \_ \_ \_ \_ Description of Service or Program Materials (and Quantity) • Recurrence Schedule or Stage Plan 4 Price \$ \_ \_ \_ \_ \_ \_ \_ **Description of Service or Program**



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## SERVICES PERFORMED UNDER THIS AGREEMENT

PROCEDURES/ FIXTURES	# UF FIXTURES	NOTES & RECOMMENDATIONS		
KITCHEN	-			
	_			
	-			
	-			
BATHROOM	-			
	_			
	_			
	-			
WASHER	_			
	_			
WATER SOFTENER	-			
	-			
WATER HEATER	_			
	-			
	-			
OUTDOORS	_			
	_			
PIPES BENEATH HOUSE	-			
	-			
WATER & SUMP PUMPS	-			
	_			
	-			
RADIATIOS, BOILERS, STEAM HEAT EQUIPMENT				
OTHER FIXTURES	_			
	-			
WINTERIZATION Includes non-toxic, safe RV antifreeze in water pipes; also prevents drying out and cracking of faucet washers; RV antifreeze in all traps, outside shower drained and faucets protected.				
Would you like to have our technician winterize your home? 🔲 Yes 🔲 No				
of Fixtures @ per fixture Total cost for Winterization: \$				





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## **PAYMENT INFORMATION**

Customer Name:			Email:
Address:			Home Phone:
City:	State:	Zip Code:	Cell Phone:
Credit Card Type:	☐ Visa	Mastercard [	American Express Discover
Credit Card #:			Expiration Date: (mm/yyyy)
Name as Appears or	n Credit Card:		Security Code: 3 Numbers on Back of Card
Full Payment: \$		Monthly Payment: \$	Start Billing on :
Cardholder Signatur	e:		Date: (mm/yyyy)
LICENSING AND Control of the Licensing Details  Certification Details	CERTIFICATIO	<b>DN</b>	
ACCEPTED BY: Signature			Date:

**Note:** A change order is needed if the project goes beyond the original scope of services.

We are not responsible for the project if client breaks any part of the contract.