Electrical Service Agreement

Parties and agreement date

This agreement is entered into on _____ by and between the parties below.

Service provider

COMPANY NAME	PHONE
ADDRESS	EMAIL

Client

CLIENT OR COMPANY NAME	PHONE
SERVICE ADDRESS	EMAIL
BILLING ADDRESS IF DIFFERENT	PRIMARY CONTACT

Licensing and insurance

Many jurisdictions require the contractor license number to appear on the agreement. Confirm the requirement with your state or local licensing board.

ELECTRICAL CONTRACTOR LICENSE NO.	ISSUING STATE OR JURISDICTION	LICENSE EXPIRATION
MASTER OR QUALIFYING ELECTRICIAN	GENERAL LIABILITY POLICY NO.	WORKERS COMPENSATION POLICY NO.

Scope of work

Check every service covered by this agreement, then describe the work in detail below. Anything not listed is outside the scope.

- ☐ Preventive maintenance and testing (panel inspection, thermal imaging, torque verification)
- ☐ Troubleshooting and repair of existing circuits, devices, and equipment
- ☐ Installation, circuit additions, and equipment upgrades
- ☐ Service entrance or panel upgrade
- ☐ Emergency service (loss of power, arcing, burning odor, tripped main)
- ☐ Code correction and violation repair
- ☐ Generator, transfer switch, or backup power service
- ☐ EV charger installation and service

- [ ] Lighting retrofit, controls, and occupancy sensors
- [ ] Other (specify): _____

Description of services:

Rates and pricing

Enter the agreed rate for each service. Use the notes column for frequency, minimum charges, response windows, and items billed at cost such as permit fees.

SERVICE TYPE	RATE OR FEE ($)	NOTES
Preventive maintenance visit		
Service and repair labor, per hour		
Apprentice or helper labor, per hour		
Emergency or after-hours call-out		
Trip or diagnostic fee		
Installation and upgrades		
Materials markup, percent over cost		
Permit fees		
Other		

Written approval is required before performing work exceeding $ _____ .

Permits, code compliance, and site safety

PERMITS PULLED BY	AUTHORITY HAVING JURISDICTION	INSPECTION SCHEDULED BY

- [ ] All work is performed per the National Electrical Code (NFPA 70) and local amendments
- [ ] Terminations are torqued to manufacturer specification with a calibrated tool (per NEC 110.14)
- [ ] Grounding and bonding are verified per NEC Article 250
- [ ] Circuits are locked and tagged out before work begins
- [ ] Energized work is performed only where de-energizing is infeasible, with arc-rated PPE per NFPA 70E
- [ ] Client provides safe access to panels, equipment rooms, and the work area

Payment terms

Invoices are due within _____ days of the invoice date.

Accepted payment methods: _____

Late payments incur _____ percent per month on the unpaid balance.

Returned payments incur a $ _____ fee.

A deposit of _____ percent is required on projects exceeding $ _____ .

Emergency and after-hours service

Emergency contact and phone: _____

After-hours coverage runs from _____ to _____ on weekdays, weekends, and holidays.

Target response time for emergency calls: _____ hours.

After-hours rates apply to emergency calls and are confirmed with the client before dispatch.

Warranty and guarantee

Labor is warranted for _____ months from the date of completion.

Parts and equipment carry the manufacturer warranty, typically _____ .

The warranty does not cover damage from misuse, unauthorized modification, power quality events originating outside the provider's work, or equipment supplied by others.

Term and termination

This agreement is effective from _____ to _____ or until the work is complete.

Maintenance plans renew automatically unless canceled _____ days before the renewal date.

Either party may terminate with _____ days written notice.

Exclusions and liability

Unless listed in the scope of work above, this agreement excludes:

- Concealed or pre-existing conditions not visible at the time of the walkthrough
- Utility-owned equipment, including the service drop or lateral, meter, and transformer
- Remediation of aluminum branch wiring, knob-and-tube wiring, asbestos, or lead
- Drywall, paint, and finish repair beyond patching access openings
- Engineering, design, and load calculations
- Correction of unrelated code violations discovered during the work

Each party holds the other harmless except in cases of gross negligence. Liability under this agreement is limited to the amount paid under it.

Signatures

Service provider signature: Date:

Printed name: _____ Title: _____

Client signature: Date:

Printed name: _____ Title: _____