

HVAC SERVICE AGREEMENT

[Your Company Name & Logo]	Address:	
	Phone:	
	Email:	

1. Parties & Agreement Date

This Agreement ("Agreement") is made as of ___ / ___ / _____, by and between:

Service Provider

Name: _____

Address: _____

Contact: _____

Client

Name: _____

Address: _____

Contact: _____

2. Scope of Work

The Provider agrees to perform the following services at the Client's premises:

- Preventive Maintenance
- Repair & Troubleshoot
- Installation Services
- Emergency Repairs
- Other (specify): _____

Description of services: _____

3. Materials, Labor & Pricing

Service Type	Rate / Fee	Notes
Preventive Maintenance	\$ _____	Frequency: _____
Repairs	\$ _____ per hour	Minimum: \$ _____
Emergency Call	\$ _____ flat fee	Timeframe: _____
Installation	\$ _____ or estimate	See attachment if needed
Other	\$ _____	

Approval required for work exceeding \$ _____

4. Payment Terms

Invoices are due within _____ days.

Accepted methods: _____

Late payments incur _____ monthly fee.

Returned checks incur \$ _____ fee.

5. Emergency & After-Hours Policy

Emergency contact: _____

After-hours: _____ to _____, weekdays and holidays.

After-hours rates apply and must be confirmed before dispatch.

6. Warranty & Guarantee

Labor is warranted for _____ months.

Parts are covered per manufacturer—typically _____.

7. Term & Termination

Agreement effective from _____ to _____ or until services completed.

Maintenance plans auto-renew unless canceled 30 days before renewal.

Either party may terminate with 14 days written notice.

8. Indemnification & Liability

Each party holds the other harmless except in cases of gross negligence.

Liability is capped at the amount paid under this Agreement.

9. Signatures

Party	Signature	Name / Title	Date
Service Provider			___ / ___ / ___
Client			___ / ___ / ___