Service agreement template

CONTRACT TEMPLATE

Check this template against your local regulations and your own policies before you use it.

This service agreement is made on date between your business's legal name of your address (the Provider) and client's legal name of client's address (the Client).

1. Services

The Provider will provide the services described in Schedule 1 (the Services) with reasonable care and skill.

2. Term

This agreement starts on start date and continues until the Services are complete / for a term of [number] months, renewing unless either party gives notice.

3. Fees and payment

The Client will pay the fees in Schedule 1, plus any sales tax that applies.

The Provider will invoice in advance / monthly / on completion, and the Client will pay each invoice within number days.

If an invoice is unpaid number days after it's due, the Provider may pause the Services until it's paid. Add any late payment interest the law allows, or delete this sentence.

4. Client responsibilities

The Client will give the Provider the information, access and decisions the Services need, on time. The Provider isn't responsible for delays the Client causes.

5. Changes

Either party may ask to change the Services. A change, and any change to the fees or timing, applies only once both parties agree it in writing.

6. Warranties

The Provider will fix, at no extra cost, any part of the Services that doesn't meet this agreement, if the Client tells them within number days of delivery.

7. Liability

Neither party is liable for indirect or consequential loss. The Provider's total liability under this agreement is limited to the fees paid in the last 12 months / another amount, except where the law doesn't allow a limit.

Nothing in this agreement removes rights the Client has under consumer law that can't be excluded.

8. Confidentiality

Each party will keep the other's confidential information confidential and use it only for this agreement, during and after it.

9. Ending the agreement

Either party may end this agreement by giving number days' written notice.

Either party may end it straight away by written notice if the other seriously breaches it and doesn't fix the breach within number days of being asked to.

When it ends, the Client pays for Services delivered up to that date.

10. General

This agreement, with Schedule 1, is the whole agreement between the parties about the Services. Changes must be in writing and signed by both parties.

This agreement is governed by the law of country, state or province.

11. Schedule 1: Services and fees

The services, what's included and not included, deliverables and timing, and the fees for each.

Signatures

Signed for the provider

Signature _____ Name _____ Title _____ Date _____

Signed for the client

Signature _____ Name _____ Title _____ Date _____