LOGO

Your business name

Address · Phone · Email

License #: _____

SERVICE AGREEMENT

AGREEMENT #	
DATE	
QUOTE #	

CUSTOMER (NAME, PHONE, EMAIL)	JOB ADDRESS
PROPERTY OWNER, IF NOT THE CUSTOMER	APPROXIMATE START / COMPLETION

1. SCOPE OF WORK (MATERIALS, MODEL NUMBERS, LOCATIONS)

2. NOT INCLUDED

PAYMENT	WHEN DUE	AMOUNT
Deposit	On signing	
Progress payment		
Final payment	On completion	

Price (from quote #)	
Tax	
Total contract price	

3. Payment. Payments are due as shown above. We accept: Cash · Check · Card · Zelle · Venmo (circle). Late payment terms: _____. If a payment is more than _____ days late, we may pause work after written notice and leave the site safe.

4. Changes. Any change to the scope or price is written as a change order, with the added or reduced price, and signed by both of us before the changed work starts.

5. Permits and inspections. Permits are obtained by: □ Contractor □ Customer. Permit fees are: □ Included □ Extra, at cost. The customer gives access for required inspections.

6. Hidden conditions. The price covers what could be seen at the time of the quote. If we find conditions that couldn't reasonably be seen (behind walls, under floors, below ground, or existing work that isn't to code), we stop, explain, and quote the extra work. It is done only after a signed change order.

7. Warranty. Workmanship: _____ from completion. Equipment and fixtures carry the manufacturer's warranty. The workmanship warranty doesn't cover damage from misuse, freezing, other trades' work, or parts the customer supplied.

8. Site, water shutoff and cleanup. The customer provides access and clear work areas. We'll tell the customer before shutting off water or gas. We remove our debris and old equipment: □ Yes □ No. Drywall, tile, paint and finish repairs: □ Included □ Not included.

9. Cancellation. Any cancellation right required by law is set out in the attached notice. Otherwise, if the customer cancels after signing, the customer pays for work done and special-order materials that can't be returned: _____.

10. Disputes. If we disagree, we'll first try to resolve it by talking, then in writing. Further steps: _____.

Notices required by federal or state law (right to cancel, lien notices, others): □ Attached □ Not applicable

CUSTOMER SIGNATURE AND DATE	CONTRACTOR SIGNATURE AND DATE

This template is general information, not legal advice. Have it reviewed for your state before use.