[Your Company Name]
[Your Street Address], [Your City], [Your State] [Your ZIP]
[Your Phone] · [Your Email] · [Your Website]

Services Agreement

Agreement No. [Agreement Number]
Effective date: [__/__/____]

[Template note, delete before use: a plain-English starting point, not legal advice; have a local attorney review it for your state.]

This Services Agreement (the "Agreement") is made between **[Your Company Name, LLC]**, a [Your State of Formation] [Your Legal Form] ("Provider"), and **[Client Legal Name]**, a [Client State] [corporation / LLC / sole proprietorship] ("Client").

Key Terms

Services	[Describe the services in one or two lines, e.g. weekly office cleaning of 4,200 sq ft, Monday, Wednesday, Friday after 6 pm]		
Detail	☐ Described above is enough ☐ Statement of Work No. [ ] attached		
Start date	[__/__/____]	**Term**	☐ One-time project ☐ Ongoing, month to month ☐ Fixed until [__/__/____]
Fees	$[ ] ☐ fixed ☐ per hour ☐ per month ☐ per visit	**Deposit**	$[ ] due at signing, credited to the final invoice
Invoicing	☐ On completion ☐ Monthly in advance ☐ Monthly in arrears ☐ By milestone	**Payment due**	Within [15] days of invoice date (net [15])
Late charge	[1.5]% of the overdue amount for each full month it stays overdue, or the highest rate allowed by law if lower	**Payment methods**	[ACH / bank transfer / card, plus a 3% card fee where allowed]; checks payable to [Your Company Name, LLC]
Client contact	[Client contact name, title, email, phone]	**Provider contact**	[Your contact name, title, email, phone]
Notice addresses	**Provider:** the letterhead address above and [Your Email]. **Client:** [Client Street Address], [Client City], [Client State] [Client ZIP] and [Client Email].		

1. Services

1.1 Provider will perform the services described in the Key Terms and in any Statement of Work signed by both parties (the "Services") in a professional and workmanlike manner, consistent with generally accepted standards in Provider's trade.

1.2 Provider decides how, when and by whom the Services are performed, within the schedule agreed with Client, and may use employees or subcontractors. Provider remains responsible for their work.

2. Changes to the work

2.1 Either party may ask for changes to scope, schedule or materials. Provider will reply with the effect on price and timing. No change is binding until both parties sign a written change, such as the Contract Amendment form or a revised Statement of Work.

2.2 Work Client asks for that is outside the Services is billed at Provider's then-current rates of $[ ] per hour plus materials at cost plus [15]%, unless the parties agree otherwise in writing first.

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