

SERVICE AGREEMENT

This Service Agreement is entered into on _____ between:

SERVICE PROVIDER: _____ at
_____.

CLIENT: _____ at
_____.

1. SERVICES

Provider shall provide the following services: _____

2. DELIVERABLES

Specific deliverables: _____

3. TIMELINE

Start Date: _____ Completion Date: _____

Milestones: _____

4. COMPENSATION

Total Fee: \$ _____ Fixed _____ Hourly @ \$ _____ Retainer

Payment Schedule: _____% upfront, _____% at milestone, _____% at completion

Payment Terms: Net _____ days

Late Fee: _____% per month on overdue amounts

5. EXPENSES

_____ Provider covers all _____ Reimbursable: _____ (with receipts)

6. CHANGE ORDERS

Any scope changes must be submitted in writing and signed by both parties. Pricing adjusts accordingly.

7. INTELLECTUAL PROPERTY

Upon full payment, all final deliverables become Client property. Provider retains rights to underlying methods, tools, and pre-existing materials.

8. CONFIDENTIALITY

Both parties shall maintain confidentiality of each other's business information.

9. WARRANTIES

Provider warrants services will be performed in a professional manner consistent with industry standards.

10. LIMITATION OF LIABILITY

Provider's total liability shall not exceed the total fees paid by Client. Neither party liable for indirect or consequential damages.

11. INDEMNIFICATION

Each party indemnifies the other from claims arising from their own gross negligence or willful misconduct.

12. TERMINATION

Either party may terminate with ____ days written notice. Client pays for work completed through termination date.

13. FORCE MAJEURE

Neither party liable for delays caused by events beyond reasonable control (natural disasters, war, pandemics).

14. DISPUTE RESOLUTION

Disputes shall first be addressed through good-faith negotiation, then mediation, then arbitration.

15. GOVERNING LAW

Governed by laws of the State of _____.

SERVICE PROVIDER:

Signature: _____ Date: _____

Printed Name: _____

CLIENT:

Signature: _____ Date: _____

Printed Name: _____

DISCLAIMER: This template is for informational purposes only and does not constitute legal advice. Laws vary by state. Consult a licensed attorney before executing this agreement.