**Maintenance Contract Form Template**

 **Service Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Client Information:**

* **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Work to be Performed:
Brief description of maintenance services:**

**Schedule and Frequency:
( ) Weekly ( ) Monthly ( ) Quarterly ( ) Annually**

| **Task Description** | **Assigned Technician** | **Date Completed** | **Verified (Yes/No)** |
| --- | --- | --- | --- |
| **HVAC System Repair** |  |  |  |
| **Pest Control** |  |  |  |
| **Plumbing Inspection** |  |  |  |
| **Roof Cleaning** |  |  |  |

**Client Approval:**

* **Service Accepted ( ) Yes ( ) No**
* **Client Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**