**General Service Agreement Template Word**

**This General Service Agreement ("Agreement") is entered into on \_\_\_\_\_\_\_\_\_\_\_\_, 20, between:**

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

### **Scope of Services**

**The Service Provider agrees to offer the following services:**

**The services will be performed at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 The expected completion date is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **Compensation & Payment**

* **Total Payment: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Payment Schedule: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Additional Fees (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **Responsibilities of Both Parties**

* **The Service Provider shall:**
  + **Deliver services professionally and timely.**
  + **Maintain confidentiality regarding the Client’s information.**
  + **Address any complaints or issues within \_\_ days.**
* **The Client shall:**
  + **Provide necessary materials and information for service execution.**
  + **Make payments as per agreed terms.**
  + **Cooperate and communicate effectively.**

### **Dispute Resolution & Termination**

* **Any disputes shall be resolved through:  
   ☐ Mediation  
   ☐ Arbitration  
   ☐ Legal Action**
* **Termination can be done with \_\_ days’ notice. In case of termination, all outstanding payments must be cleared within \_\_ days.**

### **Agreement Confirmation**

**By signing, both parties acknowledge they have read, understood, and agreed to the terms.**

* **Service Provider Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**
* **Client Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**