**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: \_\_\_\_\_\_\_\_\_\_**