

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: _____**