

# IT Support Services Contract

Date: [Insert Date]

To,

[Client's Name]

[Client's Address]

[City, State, ZIP Code]

## Subject: IT Support Services Agreement

Dear [Client's Name],

We are pleased to provide you with this IT Support Services Agreement. This contract outlines the terms and conditions under which we will provide our IT support services to your organization.

### 1. Services Provided

Our IT support services will include:

- Helpdesk support
- On-site support
- Network monitoring and management
- Software installation and updates
- Data backup and recovery

### 2. Duration of Agreement

This agreement shall commence on [Start Date] and continue until [End Date], unless terminated earlier in accordance with the termination clause.

### 3. Fees and Payment Terms

The fees for the services rendered will be [Specify Amount] per month. Invoices will be issued on a [monthly/quarterly] basis and are payable within [30] days of receipt.

### 4. Confidentiality

Both parties agree to maintain confidentiality regarding all sensitive information exchanged during the term of this contract.

## 5. Termination

Either party may terminate this agreement by providing [30] days written notice to the other party.

If you agree to the terms outlined above, please sign and return a copy of this letter.

Thank you for choosing [Your Company Name] for your IT support needs.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Agreed and Accepted:

\_\_\_\_\_

[Client's Name]

Date: \_\_\_\_\_