

Comprehensive Tech Maintenance Agreement

Date: [Insert Date]

From:

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Client's Name]

[Client's Company Name]

[Client's Company Address]

[City, State, Zip Code]

Subject: Comprehensive Tech Maintenance Agreement

Dear [Client's Name],

We are pleased to present this Comprehensive Tech Maintenance Agreement between [Your Company Name] and [Client's Company Name], effective as of [Start Date]. This agreement outlines the terms and conditions under which we will provide maintenance services for your technical systems.

1. Scope of Services

Our maintenance services will include, but are not limited to:

- Regular system checks and updates
- Technical support via phone and email
- Hardware and software troubleshooting
- Data backup and recovery solutions

2. Fees

The fee for the services provided will be [Insert Fee Structure]. Payment is due [Insert Payment Terms].

3. Duration

This agreement will commence on [Start Date] and will continue for [Duration] unless terminated by either party with a written notice of [Insert Notice Period].

4. Confidentiality

Both parties agree to maintain confidentiality regarding all proprietary information exchanged throughout the duration of this agreement.

We look forward to a successful partnership and supporting your technical needs. Please sign below to indicate your acceptance of the terms and conditions of this agreement.

[Client's Name]

[Title]

[Date]

Thank you,

[Your Name]

[Your Title]

[Your Company Name]