

# IT Maintenance Contract

Date: [Insert Date]

To,

[Client Name]

[Client Address]

[City, State, Zip Code]

## Subject: IT Maintenance Contract

Dear [Client Name],

We are pleased to offer you this IT Maintenance Contract for the maintenance and support of your IT systems. Below are the details of the agreement:

### 1. Services Provided

- Regular system updates and patches
- 24/7 technical support
- On-site and remote assistance
- Network monitoring and maintenance

### 2. Duration of Contract

This contract shall commence on [Start Date] and continue until [End Date].

### 3. Payment Terms

The total fee for the maintenance services will be [Amount], payable [monthly/quarterly/annually].

### 4. Termination Clause

Either party may terminate this contract with [notice period] notice, in writing.

### 5. Agreement

By signing this contract, both parties agree to the terms outlined above.

Thank you for choosing [Your Company Name]. We look forward to supporting your IT needs.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

**Accepted By:**

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[Client Name]

[Title]

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