

Tech Support and Maintenance Agreement

Date: [Insert Date]

To: [Client's Name]

Company: [Client's Company]

Address: [Client's Address]

Dear [Client's Name],

We are pleased to confirm our Tech Support and Maintenance Agreement with you. This agreement outlines the terms under which we will provide technical support and maintenance services for your systems.

1. Services Provided

- Technical support for software and hardware issues.
- Regular maintenance checks.
- Emergency support outside of regular business hours.

2. Term of Agreement

This Agreement will commence on [Start Date] and will continue until [End Date], unless terminated earlier in writing by either party.

3. Compensation

The total fee for services will be [Amount], payable [insert payment terms].

4. Confidentiality

Both parties agree to maintain confidentiality regarding proprietary information.

We appreciate your trust in us and look forward to supporting your technical needs.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]