

Telecom Service Scope Agreement

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to present this Telecom Service Scope Agreement between [Your Company Name] and [Recipient's Company]. This agreement outlines the services that will be provided by [Your Company Name] in relation to telecommunications.

1. Scope of Services

The services to be provided include:

- Installation of telecommunications equipment
- Maintenance and support for telecommunications systems
- Provision of wired and wireless connectivity solutions
- Consultation and planning for network upgrades

2. Service Level Agreement (SLA)

Details of the SLA will be outlined in a separate document, but key elements include:

- Response time for support requests
- Uptime guarantees
- Reporting and escalation procedures

3. Term and Termination

The initial term of this agreement will be [Insert Duration]. Either party may terminate the agreement with [Insert Notice Period] written notice.

4. Fees and Payment Terms

The fees for the services will be detailed in a separate pricing document. Payment is due within [Insert Payment Terms] days of receipt of invoice.

We look forward to working together and are confident that this partnership will be mutually beneficial. Please sign below to confirm your acceptance of this agreement.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Agreed and Accepted by:

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]