

# Subcontractor Service Level Agreement

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Address]

Dear [Subcontractor's Name],

This letter serves as a formal Service Level Agreement (SLA) between [Your Company Name] and [Subcontractor's Name] regarding maintenance and repair services. The terms outlined below will govern the scope and expectations of the services provided:

## 1. Scope of Services

The Subcontractor agrees to perform the following maintenance and repair services:

- Routine inspections
- Emergency repairs
- Preventative maintenance

## 2. Performance Standards

The Subcontractor shall meet the following performance standards:

- Response time for emergency repairs: [Specify time]
- Completion time for routine repairs: [Specify time]
- Quality standards: [Specify quality standards]

## 3. Reporting and Communication

The Subcontractor shall provide regular reports on the status of ongoing maintenance and repairs. Communication shall occur on a [Weekly/Bi-weekly/Monthly] basis.

## 4. Compensation

The compensation terms are as follows:

- Hourly Rate: [Specify rate]
- Payment Schedule: [Specify payment terms]

## 5. Termination Clause

This agreement may be terminated by either party with a [Specify notice period] written notice.

We appreciate your cooperation and commitment to quality service. Please sign below to acknowledge your acceptance of this Service Level Agreement.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]

Accepted by:

[Subcontractor's Name]

[Subcontractor's Title]

[Subcontractor's Company Name]

[Date]