

# Vendor Service Agreement for Maintenance Services

**Date:** [Insert Date]

**To:** [Vendor Name]  
[Vendor Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

Dear [Vendor Name],

This Vendor Service Agreement ("Agreement") is made and entered into as of the date above by and between [Your Company Name] ("Client") and [Vendor Name] ("Vendor").

## 1. Scope of Services

The Vendor agrees to provide maintenance services, including but not limited to [list specific services], as detailed in Exhibit A attached hereto.

## 2. Compensation

The Client agrees to pay the Vendor [insert payment terms, e.g., monthly, hourly rate] for services rendered under this Agreement.

## 3. Term and Termination

This Agreement shall commence on [start date] and shall remain in effect until [end date], unless terminated earlier by either party with [insert notice period] notice.

## 4. Confidentiality

Both parties agree to maintain the confidentiality of all proprietary information exchanged during the term of this Agreement.

## 5. Governing Law

This Agreement shall be governed by the laws of the State of [insert state].

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

**For Client:**

[Your Name]

[Your Title]

[Your Company Name]

[Signature]

[Date]

**For Vendor:**

[Vendor Representative Name]

[Vendor Title]

[Vendor Name]

[Signature]

[Date]