

IT Support Service Agreement

Date: [Insert Date]

To:

[Client Name]

[Client Address]

[Client City, State, Zip]

Dear [Client Name],

We are pleased to provide you with this IT Support Service Agreement. This document outlines the services that will be provided to you by [Your Company Name].

1. Services Provided

- On-site support
- Remote support
- System monitoring
- Network management

2. Service Availability

Support services will be available [specify days and hours].

3. Fees and Payment

The service fee will be [insert fee structure]. Invoices will be sent monthly.

4. Termination

This agreement can be terminated by either party with [insert notice period] written notice.

5. Acceptance

Please sign below to accept the terms of this IT Support Service Agreement.

[Client Name]

Date: _____

[Your Company Name]

Date: _____

Thank you for your trust in our services. We look forward to supporting your IT needs.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]