

Yearly Maintenance Service Agreement

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

We are pleased to present this Yearly Maintenance Service Agreement between [Your Company Name] and [Client Name]. This agreement outlines the services we will provide over the next year to ensure the optimal performance and maintenance of your [Specify Equipment or Property].

Scope of Services

- Regular maintenance checks every [Specify Frequency].
- Emergency repair services available [Specify Availability].
- Replacement of necessary parts as per manufacturer guidelines.

Terms and Conditions

The total cost of the yearly maintenance service is \$[Insert Amount], payable [Insert Payment Terms].

This agreement is valid for one year from the date of signing.

Acceptance

If you agree to the terms outlined above, please sign and return a copy of this agreement.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]

Acceptance Signature

Client Signature

Date: _____