HVAC BUSINESS RESOURCES

HVAC service agreement

01 / Parties, equipment and coverage

Complete the terms and attachments before signing. Obtain local legal review for the customer type, renewal terms and governing law. Blank fields do not establish coverage.

1. Parties and property

This maintenance agreement is between the contractor and customer identified below for the service property listed.

Contractor legal name / license or registration / contact

Customer legal name / authorized contact / service address

2. Covered equipment

Coverage applies to the equipment identified in this schedule and any signed equipment attachment.

System / location	Manufacturer / model	Serial / asset ID

3. Term and visits

The contractor will provide the agreed visits during the term and scheduling windows entered below.

Start / end dates | Number of visits | Visit windows | Booking contact and process

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4. Included work

The contractor will perform the tasks recorded below for the covered equipment. The task attachment forms part of this agreement.

Equipment / location	Included maintenance task	Frequency / limit

Task attachment title, version and date | Applicable equipment instructions

5. Exclusions

The following work, parts and services are excluded from the agreement price. Additional equipment is covered only when added in writing.

Excluded repairs / parts / consumables / emergency work / access work

6. Additional work

Additional work requires a recorded scope, price and customer authorization before it begins. The parties will use the approval method below.

Approval method / authorized approver / contact / authorization record

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7. Fees and payment

The customer agrees to pay the amount and applicable tax recorded below according to the payment schedule.

Agreement price / tax / total | Billing frequency | Due dates | Payment method

Other agreed payment terms / extra-work pricing method

8. Access and responsibilities

The customer will arrange the agreed access to covered equipment. The contractor will record access limitations and tasks not completed.

Access arrangements / site restrictions / customer duties / contact

Service contact / agreed response window / appointment changes

9. Renewal and cancellation

The renewal, notice, cancellation and refund provisions below apply to this agreement after review for the governing jurisdiction.

Renewal method and consent / notice dates and delivery / cancellation process

Refund treatment / unused visits / governing jurisdiction / reviewer and date

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10. Acceptance

The parties accept the completed agreement and identified attachments. Each party receives the accepted version.

Agreement reference / version date / attachment titles and versions

Contractor representative name and title

Contractor signature / date

Customer representative name and authority

Customer signature / date

Visit schedule and delivery record

Visit / planned date	Completed / technician	Record reference / follow-up