

# HVAC Maintenance Agreement

Customer Name

Customer Phone Number

Location of Equipment

Customer Email

Billing Address

Dear Customer,

As ABC Company, we are pleased to provide you our HVAC Maintenance Agreement to ensure the maximum performance of your HVAC system. Below, please find the term and conditions of our agreement which is designed to provide you regular maintenance services;

1. The term of this Maintenance Agreement is 12 months, starting on \_\_\_\_\_ and expires on \_\_\_\_\_. The equipment subject to this Agreement and maintenance details are as follows;

Equipment	Make/Modal	Serial Number	Maintenance Frequency	Price
Heating				
Air Conditioning				
Combined Heating and Air Conditioning				
Heat Pump				

**TOTAL PRICE:**

2. The agreement shall be automatically renewed for 12 months unless either party provides written notice of termination at least \_\_\_\_\_ prior to the end of the current term.

3. The maintenance services under this Agreement includes regular inspections, cleaning and lubrication, filter replacements and safety checks. shall be performed by the experienced and qualified employees of the ABC Company.

4. The annual fee for this Agreement is \_\_\_\_\_. The fee is payable in full upon signing this agreement and will cover all maintenance services for the duration of the agreement term. Additional services shall be invoiced separately.

5. Either party may immediately terminate this Agreement by providing written notice to the other party. In the event of termination, any remaining prepaid service fees shall be refunded on a pro-rata basis.

6. By signing this Agreement, parties understand and accept the terms and conditions and agree to the regular maintenance of HVAC system as outlined in this Agreement.

**ABC Company**

Name

Date

**Signature**

\_\_\_\_\_

**The Customer**

Name

Date

**Signature**

\_\_\_\_\_



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