

SERVICE CONTRACT

Contract No.: SC-0001

Date: [DD/MM/YYYY]

Effective date: [DD/MM/YYYY]

[Your Business Name]

[Street address, City, Postcode]

[Email] · [Phone]

[Tax / VAT / GST registration no.]

SERVICE PROVIDER

[Your Business Name]

[Street address, City, Postcode]

[Email] · [Phone]

[Tax / VAT / GST registration no.]

CLIENT

[Client Name]

[Company]

[Street address, City, Postcode]

[Email]

This service contract sets out the services, deliverables, fees and terms agreed between the Service Provider and the Client.

1. Scope of Services

The Service Provider will provide the services described in the attached scope of work or proposal dated [DD/MM/YYYY]. Anything not listed there is out of scope.

2. Deliverables and Acceptance

The Service Provider will deliver: [List the deliverables]. The Client has [5] business days after each delivery to approve it or describe the changes needed. If the Client does not respond in that time, the deliverable is treated as approved.

3. Fees and Payment Schedule

The total fee is [Currency] [Amount], excluding applicable taxes, payable by milestone:

Milestone	Deliverable	Due date	Amount
1. Signing	Contract signed, work scheduled	[DD/MM/YYYY]	[0.00]

Total [0.00]

Invoices are due within [14] days. Late payments may incur interest of [1.5]% per month, and the Service Provider may pause work until overdue invoices are paid.

4. Revisions

Each deliverable includes [2] rounds of revisions. Further revisions are billed at [Currency] [Rate] per hour.

5. Client Responsibilities

The Client will provide content, access, feedback and approvals on time. Delays caused by late input move the timeline by the same amount.

6. Intellectual Property

Ownership of the final deliverables passes to the Client once the Client has paid all fees due under this agreement. Until then, the Service Provider keeps ownership and grants the Client a licence to review the work.

The Service Provider keeps ownership of its pre-existing tools, code, templates and know-how, and grants the Client a non-exclusive licence to use any of them that are built into the deliverables.

7. Confidentiality

Each party will keep the other party's confidential information private and use it only to perform this agreement. This does not cover information that is public, already known to the receiving party, or required to be disclosed by law. This obligation continues for [2] years after this agreement ends.

8. Term and Termination

This agreement starts on the effective date and continues until the services are completed, unless ended earlier under this clause.

Either party may end this agreement with [14] days' written notice. Either party may end it immediately if the other party seriously breaches it and does not fix the breach within [7] days of written notice.

On termination, the Client pays for all work completed up to the termination date, plus any non-refundable costs already incurred.

9. Limitation of Liability

Neither party is liable for indirect or consequential losses, such as lost profits or lost data. Each party's total liability under this agreement is limited to the total fees paid or payable under it, except where the law does not allow liability to be limited.

10. General

Governing law: this agreement is governed by the laws of [State / Country], and the courts of [City] have jurisdiction over any dispute.

Entire agreement: this document, together with any attached scope of work or proposal, is the whole agreement between the parties. Any change must be in writing and signed by both parties.

Notices: notices must be sent in writing to the email addresses above.

Signatures

By signing below, both parties agree to the terms of this agreement.

FOR SERVICE PROVIDER

Name: _____

Title: _____

Signature: _____

Date: _____

FOR CLIENT

Name: _____

Title: _____

Signature: _____

Date: _____