[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

HVAC technician service agreement

A plain-English agreement for hvac technician work - scope, price, and responsibilities set out before work begins.

Parties

Contractor	[Company name, address]
Customer	[Name, address]

Scope of work

[e.g. annual maintenance contract - 2 services per year, priority call-out]

Price and payment

Agreed price	[£ amount, fixed or estimate]
Deposit	[£ amount / %]
Payment schedule	[e.g. balance on completion]
Payment terms	[e.g. 14 days from invoice]

Responsibilities

- Contractor: carry out the work with reasonable skill and care, leave the site clean and safe.
- Customer: provide access as agreed, confirm choices (colours, fittings) in good time.
- Variations: any change to the scope is agreed in writing before the extra work is done.

Notes

This is a general template, not legal advice. Check your local regulations for anything you are unsure about.

Sign-off

Contractor	Customer	Date