

Service Agreement

This agreement is made on [DATE] between [YOUR BUSINESS NAME], located at [YOUR ADDRESS] ("Provider"), and [CLIENT NAME], located at [CLIENT ADDRESS] ("Client").

1. Services

Provider will provide these services: [DESCRIBE THE SERVICES AND DELIVERABLES]. Not included: [ANYTHING THE CLIENT COULD ASSUME IS INCLUDED BUT IS NOT].

2. Schedule

Work starts on [START DATE]. [Provider plans to finish by END DATE.] [OR: The Services repeat WEEKLY / MONTHLY until either party ends this agreement under section 7.]

3. Fees and payment

Client will pay [\$ AMOUNT] [FLAT FEE / PER HOUR / PER MONTH]. A deposit of [\$ AMOUNT] is due when Client signs and counts toward the total. Provider will invoice the rest [ON COMPLETION / MONTHLY], and each invoice is due within [NUMBER] days. [LATE FEE, IF ANY, ONLY AS STATE LAW ALLOWS]

4. Client's part

Client will give Provider the access, information and approvals the work needs, on time. If a delay on Client's side holds up the work, the schedule moves by the same amount of time.

5. Changes

Either party can ask to change the scope. A change takes effect only when both parties approve it in writing, including any change to price and schedule. Email counts.

6. Independent business

Provider is an independent business, not Client's employee. Provider controls how the work is done and supplies its own tools, staff and insurance.

7. Cancellation and ending

Either party can end this agreement with [NUMBER] days' written notice. Client pays for work done up to the end date. Once work has started, the deposit is [REFUNDABLE / NON-REFUNDABLE].

8. Confidentiality

Each party will keep the other's non-public information private and use it only for this agreement.

9. Ownership

When Client has paid all amounts due, Provider assigns Client its rights in the final deliverables made for Client. Provider keeps its own tools, methods and earlier materials, and can show the work in its portfolio unless Client says no in writing.

10. Quality and liability

Provider will perform the Services with reasonable care and skill. If something is wrong, Client tells Provider within [NUMBER] days and Provider fixes it at no extra cost. Provider's total liability under this agreement is limited to the fees Client paid, except where the law does not allow that limit.

11. Governing law and disputes

The laws of the State of [STATE] govern this agreement. The parties will try to settle any dispute in good faith for [NUMBER] days before either one files in a court in [COUNTY AND STATE].

12. Entire agreement

This document is the whole agreement between the parties and replaces any earlier understanding. Changes must be in writing and approved by both parties. If a court finds any part unenforceable, the rest stays in effect. The parties agree to sign electronically, and an electronic signature counts the same as a handwritten one.

Provider

Signature

Printed name and title

Date

Client

Signature

Printed name and title

Date

Template from Esiglt (esiglt.com), October 2026. A starting point, not legal advice. State laws differ on deposits, late fees and limits of liability. Have a lawyer in your state review it before you rely on it.