

HVAC maintenance agreement template

A blank annual service agreement. Visits, what is covered, what is not, the parts discount and how either side gets out of it.

YOUR COMPANY

Name, address, phone, license number

CUSTOMER

Name, phone, email

ESTIMATE NUMBER

DATE

PRICE GOOD THROUGH

Job details

VISITS PER YEAR

e.g. 2 per year, spring and fall

WHAT IS NOT COVERED

e.g. Refrigerant, parts, repairs, and any call outside the scheduled visits

PRIORITY RESPONSE

e.g. Same or next business day, ahead of non-members

CANCELLATION NOTICE

e.g. 30 days written notice, unused visits refunded

WHAT IS COVERED

e.g. Filter, coil clean, drain flush, capacitor and contactor check, refrigerant pressures,

PARTS DISCOUNT

e.g. 15% off parts and repair labor

TERM AND RENEWAL

e.g. 12 months, renews annually, notice sent 30 days before

PRICE AND HOW IT IS PAID

e.g. Annual, invoiced at signing

Description	Qty	Unit price	Amount
Annual maintenance agreement: [2] visits, [1] system	1		
Additional system on the same property			

Subtotal

Tax

Total

TERMS

CUSTOMER SIGNATURE

Date

CONTRACTOR SIGNATURE

Date