

## Simple Service Contract

This Service Contract ("Contract") is entered into on this \_\_\_\_ day of \_\_\_\_\_, 20, by and between:

**Service Provider:** [Your Name/Your Business Name]

Address: [Your Address]

Contact: [Your Email/Phone Number]

and

**Client:** [Client Name/Business Name]

Address: [Client Address]

Contact: [Client Email/Phone Number]

**1. Scope of Services** The Service Provider agrees to perform the following services for the Client: [Provide a brief description of the services to be rendered. Example: "Website design, development, and launch"]

### 2. Payment

- Total Payment Amount: [Insert agreed amount, e.g., "\$500"]
- Payment Terms: Payment shall be made upon the satisfactory completion of services unless otherwise agreed in writing.
- Method of Payment: [Specify payment method, e.g., bank transfer, check, etc.]

**3. Timeline** The Service Provider agrees to complete the services by [Insert deadline, e.g., "January 31, 20XX"], subject to any delays caused by factors beyond their reasonable control.

**4. Client Responsibilities** The Client agrees to:

- Provide all necessary information, materials, or access required for the Service Provider to complete the services.
- Respond to queries and requests from the Service Provider promptly.

**5. Termination** Either party may terminate this Contract by providing written notice to the other party. The Service Provider shall be compensated for any work completed up to the date of termination.

**6. Confidentiality** Both parties agree to keep any confidential information shared during the term of this Contract private and not to disclose it to any third party without written consent.

**7. Governing Law** This Contract shall be governed by and construed in accordance with the laws of the State/Country of [Insert jurisdiction].

**8. Entire Agreement** This Contract constitutes the entire agreement between the parties and supersedes all prior agreements, understandings, or arrangements, whether oral or written.

**9. Signatures** By signing below, both parties agree to the terms of this Contract.

### Service Provider:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Client:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_