

# Service Agreement

*Inkly Sample Template | Not Legal Advice*

This Service Agreement ("Agreement") is entered into as of [Effective Date] by and between:

**Service Provider:** [Company Name], located at [Address]

**Client:** [Client Name / Company], located at [Address]

## 1. Services

[Company Name] agrees to perform the following services ("Services") for [Client Name]:

- [Describe service 1]
- [Describe service 2]
- [Describe service 3]

## 2. Term

This Agreement begins on [Start Date] and continues until [End Date], unless terminated earlier in accordance with this Agreement.

## 3. Compensation

In exchange for the Services, [Client Name] agrees to pay [Company Name]:

- Rate: \$[Amount] per [hour / project / month]
- Payment due: within [Number] days of invoice
- Late fees: [X]% per month on overdue balances

## 4. Independent Contractor

[Company Name] is an independent contractor, not an employee of [Client Name]. [Company Name] is responsible for all taxes, insurance, and benefits related to its personnel.

## 5. Confidentiality

Each party agrees to keep the other's proprietary and confidential information strictly confidential and not to disclose it to any third party without prior written consent.

## 6. Intellectual Property

Unless otherwise agreed in writing: all work product created by [Company Name] specifically for [Client Name] under this Agreement and fully paid for will be owned by [Client Name]. [Company Name] retains ownership of any pre-existing tools, frameworks, or materials used in delivering the Services.

## 7. Warranties

[Company Name] warrants that the Services will be performed in a professional and workmanlike manner consistent with industry standards.

## 8. Limitation of Liability

Neither party will be liable to the other for indirect, incidental, or consequential damages. [Company Name]'s total liability under this Agreement will not exceed the total fees paid by [Client Name] in the [Number] months preceding the claim.

## 9. Termination

Either party may terminate this Agreement with [Number] days written notice. [Client Name] is responsible for payment of all Services completed through the termination date.

## 10. Governing Law

This Agreement is governed by the laws of the state of [State].

## 11. Entire Agreement

This Agreement constitutes the entire understanding between the parties regarding the Services and supersedes any prior discussions or agreements on the subject.

### SIGNATURES

**[Company Name]**

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

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

Title: \_\_\_\_\_

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

**[Client Name]**

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

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

Title: \_\_\_\_\_

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

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