

YOUR COMPANY NAME

Address, CITY, STATE, Zip code
Phone

Janitorial Service Agreement

This agreement is made between YOUR COMPANY NAME and CLIENT'S COMPANY NAME (hereinafter referred to as the "Client"). For the property located at CLIENT ADDRESS. Here and after referred to as the premises. YOUR COMPANY NAME agrees to arrange and assure the performance of janitorial service during the term of this agreement as follows:

1. Janitorial Services:

YOUR COMPANY NAME will obtain all material and equipment necessary to perform the services listed in the "Service Outline". Including cleaning and disinfecting agents, hand soaps, paper products, and plastic liners will be obtained on behalf of the client. Client will arrange and pay separately for these items and the costs of all debris disposal. Services will be performed outside normal business hours whenever possible or at a specified time mutually agreed upon between Client and YOUR COMPANY NAME.

2. Insurance:

YOUR COMPANY NAME will carry general liability insurance (or what ever insurance you carry) at all times during the time of agreement.

3. Quality Assurances:

YOUR COMPANY NAME will perform with the Client periodic review of the thoroughness, quality of workmanship and consistency of service. YOUR COMPANY NAME will respond promptly to Client's complaints and will take appropriate actions to assure the quality of the account.

4. Emergency Services:

YOUR COMPANY NAME will provide emergency backup services above and beyond normal scheduled times at rate mutually agreed upon between the Client and YOUR COMPANY NAME.

5. Special Services

Client may separately contract special services such as carpet cleaning, stripping, and wax of floors, window cleaning, etc.

6. Price

Client agrees to pay \$_____ per month in exchange for services as specified in the "Service Outline". Changes in occupancy rate will be followed by a like percentage adjustment in monthly price. YOUR COMPANY NAME will issue invoices in advance, on the first day of every month. Full payment is due and payable thirty (30) days from invoice date. Finance charges will be assessed seven (7) days after the due date at a rate of 1% of the total outstanding balance for every thirty (30) days of

YOUR COMPANY NAME

delinquency. The above price is based upon current labor and material costs. Price shall be held for a period of one (1) year with no increase unless there is an increase in cleaning space.

7. Terms:

This agreement shall continue for one year unless terminated due to price change under paragraph 6 above or unless Client provides (30) thirty days written notice. This agreement shall automatically renew after the first year, as a “month to month” contract with written notice of termination to be given at least thirty (30) days before the end of term by either party, YOUR COMPANY NAME waives all termination requirements in the event of natural catastrophe or unforeseen vacancy of the building.

Executed in YOUR CITY, STATE on the day and year written below:

Client

Date

COMPANY NAME

Date