

# Basic Service Contract Form Sample

This **basic service contract form sample** is designed specifically for small businesses to clearly outline the terms and conditions of service agreements. It helps protect both parties by specifying responsibilities, payment details, and service scope. Using this form ensures smooth and professional business transactions.

Date:

Service Provider (Business Name):

Contact Name:

Client Name:

Contact Information:

Description of Services:

Service Start Date:

Service End Date:

Payment Terms:

Responsibilities of the Service Provider:

Responsibilities of the Client:

Termination Clause:

Additional Terms (if any):

Service Provider Signature:

Date:

Client Signature:

**Date:**

This document is a sample form and should be tailored to suit your specific business needs. Consider consulting a legal professional for advice.