IT Service Contract Form

This **IT service contract form** sample provides a comprehensive template outlining the roles, responsibilities, and terms between service providers and clients. It ensures clear communication of project scope, payment details, and confidentiality agreements to protect both parties. Utilizing this form helps streamline the service agreement process and minimizes potential disputes.

1. Parties

Service Provider	Company Name: Address: Contact Person: Phone/Email:
Client	Company/Individual Name: Address: Contact Person: Phone/Email:

2. Scope of Services

The Service Provider agrees to perform the following services for the Client:

- Network installation & configuration
- Software support and updates
- System monitoring & maintenance
- Helpdesk and technical support
- Custom tasks as detailed in attached Statement of Work (SOW)

3. Service Duration

Start Date: _____
End Date: _____
Renewal Terms: (e.g., automatic annual renewal unless terminated with 30 days' notice)

4. Payment Terms

Service Fee	Description/Hourly/Monthly/Project-Based	Amount (USD)	Due Date
Example: Monthly Maintenance	Monthly	$_____	1st of each month
Example: New Installation	One-Time	$_____	Upon completion

5. Confidentiality

Both parties agree to maintain the confidentiality of proprietary and sensitive information obtained during the course of the relationship. This includes, but is not limited to, client data, software, business processes, and strategic information.

6. Responsibilities

- **Service Provider:** Deliver services described above with reasonable care and professional standards.
- **Client:** Provide all necessary access, information, and support required for the Service Provider to deliver contracted services.

7. Limitation of Liability

The Service Provider shall not be liable for any indirect, incidental, or consequential damages arising out of or related to this agreement.

8. Termination

Either party may terminate this agreement with a written notice of _____ days. Any work performed up to the date of termination must be compensated according to the agreed payment terms.

9. Signatures

Service Provider	Client
Name: _____ Title: _____ Signature: _____ Date: _____	Name: _____ Title: _____ Signature: _____ Date: _____

This IT Service Contract Form is a sample template and should be customized to fit your specific requirements. Consult legal counsel as needed.