

Basic Service Agreement Form

This **basic service agreement form sample** is designed to clearly outline the terms and conditions between small businesses and their clients. It ensures mutual understanding and protects both parties by detailing services, payment terms, and responsibilities. Using this template simplifies contract creation and fosters professional relationships.

1. Parties

Service Provider	[Provider Business Name]
Client	[Client Name]

2. Description of Services

[Describe the services to be provided in detail]

3. Payment Terms

Fee: \$[Amount]

Payment Schedule: [e.g., upon completion, monthly, etc.]

Method of Payment: [e.g., check, credit card, bank transfer]

4. Duration & Termination

Service Start Date: [Start Date]

Service End Date: [End Date or "Ongoing"]

Termination Clause: Either party may terminate this agreement by providing [X days/weeks] written notice to the other party.

5. Responsibilities

- Service Provider is responsible for: [List provider responsibilities]
- Client is responsible for: [List client responsibilities]

6. Confidentiality

Both parties agree to keep all proprietary information confidential and not to disclose it to any third party without written consent.

7. Agreement Acceptance

By signing below, both parties agree to the terms outlined in this service agreement.

Service Provider Signature	_____	Date	_____
Client Signature	_____	Date	_____