

Comprehensive Service Agreement Form

This **comprehensive service agreement form sample** ensures clear terms and conditions between service providers and clients, promoting mutual understanding and protection. It includes detailed clauses on confidentiality to safeguard sensitive information throughout the service period. Utilizing this form helps establish professional and secure business relationships.

1. Parties

This Agreement is made on _____ (date), by and between:

- **Service Provider:** _____
- **Client:** _____

2. Scope of Services

The Service Provider shall perform the following services for the Client:

3. Compensation

The Client agrees to pay the Service Provider:

(Include payment schedule, invoicing terms, and methods.)

4. Term & Termination

This Agreement shall commence on _____ and remain in effect until _____ unless terminated earlier in accordance with the provisions below.

Either party may terminate this Agreement with _____ days written notice.

5. Confidentiality

1. **Definition of Confidential Information:** All information disclosed by either party, whether in writing, orally, or by any other means, that is designated as confidential, or which would reasonably be considered confidential under the circumstances, including but not limited to business information, trade secrets, client data, and proprietary materials.
2. **Non-Disclosure:** Both parties agree not to disclose, use, or permit the use of any Confidential Information except as required to perform the services under this Agreement.
3. **Obligations Post-Termination:** The obligations of confidentiality shall survive the termination of this Agreement for a period of _____ years.
4. **Exceptions:** Confidentiality obligations do not apply to information that is:
 - Rightfully in the public domain;
 - Independently developed without reference to the Confidential Information;
 - Required by law or court order to be disclosed (with prompt notice to the other party, if legally permissible).

6. General Provisions

1. **Entire Agreement:** This document constitutes the entire agreement between the parties.
2. **Amendments:** Any changes must be in writing and signed by both parties.
3. **Governing Law:** This Agreement shall be governed by the laws of _____.

Service Provider:

Name: _____
Signature: _____
Date: _____

Client:

Name: _____
Signature: _____
Date: _____

