

IT Hardware Maintenance Contract Form

This **maintenance contract form** sample for IT hardware ensures clear agreements on repair and upkeep services. It outlines responsibilities, service schedules, and terms to protect both parties. Using this form helps streamline IT hardware maintenance and avoid disputes.

1. Parties

Client Name: _____

Address: _____

Contact Person: _____

Phone/Email: _____

Service Provider Name: _____

Address: _____

Contact Person: _____

Phone/Email: _____

2. Scope of Services

No.	Equipment Description	Serial/Asset No.	Location	Service Type
1	Desktop Computer	_____	_____	Maintenance/Repair
2	Printer	_____	_____	Maintenance/Repair

3. Service Schedule

Start Date: _____

End Date: _____

Maintenance Frequency:

- Monthly
- Quarterly
- On Call

Other: _____

4. Responsibilities

- Service Provider:** Perform maintenance and repair services as per agreed schedule.
- Client:** Provide access to premises and equipment, and report issues promptly.

5. Fees & Payment

Total Contract Value: \$ _____

Payment Terms: (e.g., 50% upfront, 50% upon completion/service) _____

6. Terms & Conditions

- Any parts replaced are billed separately unless otherwise agreed.
- This contract does not cover damages due to negligence, accidents, or unauthorized repairs.
- Either party may terminate this contract with _____ days advance written notice.
- Disputes will be resolved as per the laws of _____.

7. Signatures

Client:

Name: _____
Signature: _____
Date: _____

Service Provider:

Name: _____
Signature: _____
Date: _____