

# 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: \_\_\_\_\_