# **📑 Service Agreement Template (With Sample)**

*A structured contract between a service provider and a client to define work expectations, payment, and responsibilities.*

## **📌 Why Use a Service Agreement?**

A Service Agreement helps businesses:

✅ Clearly define the scope of work and deliverables.  
✅ Set payment terms and avoid misunderstandings.  
✅ Protect intellectual property and confidential information.  
✅ Establish a clear dispute resolution process.

## **📜 SERVICE AGREEMENT**

This Service Agreement ("Agreement") is entered into on [Date] by and between:

* Service Provider: [Your Business Name], located at [Business Address].
* Client: [Client’s Name/Business Name], located at [Client's Address].

Together, the "Parties" agree to the following:

### 1. Scope of Services

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

📌 Service Description: [Detailed description of the work to be performed]  
 📌 Start Date: [Date work begins]  
 📌 Completion Date: [Expected delivery date]  
 📌 Deliverables: [List of final outputs—e.g., reports, designs, campaigns]

### 2. Payment Terms

✅ Total Service Fee: [$XXX]  
✅ Payment Schedule: [e.g., 50% upfront, 50% upon completion]  
✅ Payment Method: [Bank transfer, PayPal, Stripe, etc.]  
✅ Late Payment Fees: [E.g., 5% penalty after 7 days of non-payment]

### 3. Intellectual Property & Confidentiality

✅ All work remains the property of the Service Provider until full payment is made.  
✅ The Client agrees not to disclose any proprietary information shared by the Service Provider.  
✅ The Client owns the final deliverables only after full payment.

### 4. Revisions & Changes

✅ [Number] of free revisions included in the service.  
✅ Any extra changes beyond this will incur additional charges.

### 5. Termination Clause

✅ Either party may terminate this contract with [7/14/30 days] written notice.  
✅ If terminated early, the Client agrees to pay for all completed work.

### 6. Dispute Resolution

✅ Any disputes will be resolved through negotiation.  
✅ If unresolved, both parties agree to mediation/arbitration before legal action.

### 7. Agreement Acceptance

By signing below, both parties acknowledge and accept the terms of this Agreement.

Signatures:

Service Provider  
 [Your Name] | [Your Business Name] | [Date]

Client  
 [Client's Name] | [Client's Business Name] | [Date]

### **📌 SAMPLE SERVICE AGREEMENT**

Example: Web Design Services Agreement

This Service Agreement is entered into on March 6, 2025, between:

* Service Provider: WebPro Studios, 123 Tech Lane, Lagos, Nigeria.
* Client: XYZ Ventures Ltd., 45 Business St, Abuja, Nigeria.

📌 Scope of Services: Develop a fully responsive e-commerce website with 10 product pages, payment integration, and SEO optimization.  
 📌 Total Fee: $2,500  
 📌 Payment Schedule: 50% upfront ($1,250), 50% upon final approval ($1,250)  
 📌 Completion Date: April 10, 2025  
 📌 Revisions: 2 rounds included; extra revisions at $50/hour.  
 📌 Termination Clause: Either party may cancel with a 14-day notice.

Signed:

Service Provider: WebPro Studios | March 6, 2025  
Client: XYZ Ventures Ltd. | March 6, 2025