

SERVICE AGREEMENT

OFFICE SOLUTIONS PRO

Contract Information	
Vendor Name:	Office Solutions Pro
Service Category:	Office Supplies & Equipment
Annual Contract Value:	\$198,430
Contract Period:	2024-01-01 to 2025-12-31
Payment Terms:	Net 30
Primary Contact:	Amanda Wilson, Sales Representative
Phone:	(555) 567-8901
Email:	amanda.wilson@officesolutions.com
Address:	7890 Business Park Dr, Austin, TX 78701

Services Provided

- Office Supplies
- Equipment Rental
- Maintenance Services
- Installation Support

Terms and Conditions

1. Service Level Agreement: Vendor agrees to maintain 99.5% uptime for all services.
2. Performance Standards: All deliverables must meet agreed-upon quality standards.
3. Confidentiality: Both parties agree to maintain confidentiality of proprietary information.
4. Liability: Vendor liability is limited to the annual contract value.
5. Force Majeure: Neither party shall be liable for delays due to circumstances beyond their control.
6. Termination: Either party may terminate with 60 days written notice.
7. Governing Law: This agreement is governed by the laws of the State of California.

Return Policy

60-day return policy for unopened items

Payment Terms

Payment Schedule: Net 30 from invoice date
Invoicing: Monthly invoices due by the 5th of each month
Late Fees: 1.5% per month on overdue amounts
Currency: All payments in USD
Method: ACH transfer or check payment accepted

Renewal Terms

This agreement may be renewed for additional one-year terms by mutual written consent. Pricing adjustments may apply based on market conditions and service modifications. Renewal notice must be provided 90 days prior to contract expiration.

Authorized Signatures

CLIENT: SF AI Demo Company	VENDOR: Office Solutions Pro
Signature: _____	Signature: _____
Name: John Smith, CFO	Name: Amanda Wilson, Sales Representative
Date: July 27, 2025	Date: July 27, 2025