

Project Completion, LLC
Home Maintenance & Handyman Services

www. projectcompletionpro.com

Email: pjcompletion@gmail.com

706-302-3684

Annual Contract & Terms of Service

Please review and sign this service agreement to begin your annual maintenance plan.

Name _____

Address (of home covered under this Agreement) _____

City _____ State _____ ZIP _____

Phone Number _____

Email address _____

Please Choose your Annual Service Plan

(based on actual square footage of home)

- **Up to 1999 sq. feet**
____ Pay in Full (\$1600)
____ Installment Plan (4 payments of \$400)
- **2000 – 3499 sq. feet**
____ Pay in Full (\$2400)
____ Installment Plan (4 payments of \$600)
- **3500 – 4999 sq. feet**
____ Pay in Full (\$3200)
____ Installment Plan (4 payments of \$800)
- **5000 sq. feet and above**
**** Payment price and terms must be discussed**

Payment Plan - Installment Payments will be due in four equal installments: At date of signature, 90 days after signature, 180 days after signature and 270 days after signature. We accept cash, credit cards or checks.

Project Completion LLC - 100 Waxhaw Pkwy, Waxhaw, NC 28173 - 706.302.3684

This annual maintenance plan includes:

- One Spring service visit
 - One Fall service visit
 - One Home Inspection visit
 - 10 hours of labor fees for handyman services (which can be used in one or multiple days)
- The customer is responsible for the costs of materials required to complete the service.

Warranty - Materials used by Project Completion are covered under the manufacturer's warranty. Labor on installation of materials used by Project Completion is warranted for a period of one year against improper installation.

To Schedule Your Visits or Handyman Services:

Call Project Completion, LLC at 704- 302-3684 or email us at pjcompletion@gmail.com for scheduling questions. We will agree on a date and time for Home Inspection and Spring & Fall Visits. You do not have to be home during the scheduled time, however, you will need to arrange access in advance.

Handyman hours must be used during the year covered by the agreement. Standard working hours are (8:00 a.m. to 5:00 p.m., Mon. through Fri.). Overtime is not included. Emergency and after hours handyman services are available for an additional fee.

By signing below, you agree to the terms and conditions presented in this agreement. You guarantee that you are the homeowner and /or are authorized to hire Project Completion for maintenance for the home at the address listed above.

This Agreement may be cancelled with 30 days written notice at any time.

Signature_____Date_____

PC Employee Signature_____Date_____

Spring & Fall Visit Services Include:

- Inspect & change furnace filter. Standard filters in standard sizes included in price.
- Inspect & clean gutters and downspouts
- Open/close outdoor faucets and hoses
- Tighten exterior door hardware
- Adjust downstairs vents, Adjust upstairs vents
- Cover/uncover patio furniture
- Cover/uncover AC Unit(s)
- Clean dryer vent
- Replace batteries on smoke & CO detectors. Cost of batteries included.
- Replace outdoor light bulbs as needed

Report from Annual Home

Inspection Includes:

General

- Functionality of front door
- Functionality of rear door
- Functionality of garage entry door
- Functionality of interior doors
- Caulking at moldings
- Interior cabinetry alignment
- Entry foyer - grout, flooring
- Garage door operation
- Washing machine supply & vent
- Light bulbs to replace
- Miscellaneous repairs

Exterior

- Wood rot - siding, trim, decks, windows, misc.
- Painting - Paint Condition
- Gutters & Downspouts
- Rodent Infestation
- Masonry
- Drive & walks - condition
- Grading - positive fall
- Roof - condition
- Door - operation

Basement

- Foundation walls
- Foundation floor
- Sump pump
- HVAC exposed - leaks
- Furnace filter replacement
- Rim joist insulation
- Water leakage

Kitchen

- Backsplash caulk
- Cabinet door alignment
- GFCI outlets in backsplash
- Faucet / side spray working
- Countertop sealing / gapping
- Appliances
- Drawer glides, hardware, cabinet

Master Bath & Two Additional Baths

- Caulking in shower
- Caulking on backsplash
- Water pressure - shower & sink
- Toilet - components/running
- Grout in shower and floor
- GFCI outlets present
- Cabinet doors & hardware
- Countertop sealing
- Accessories attached/replace
- Plumbing fixtures operating

Materials – An extra fee will be charged for any additional time and materials that are not included in this agreement. Any materials that you do not supply or that are not acceptable to be used by Project Completion due to quality and safety concerns will be provided by Project Completion for installation at an additional charge. Customer is welcome to provide a secondary product or part. Special equipment (i.e. scaffolding, lifts, etc.) not included.

Initial _____ **PC initial:** _____