SERVICE AGREEMENT - OFFICE SOLUTIONS PRO

# Contract Information

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| **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

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| 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 |
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