

# Maintenance Contractor Service Proposal

Date:

Submitted To:

Submitted By:

## Scope of Services

We propose to provide the following maintenance services:

- Routine facility inspections
- Preventative maintenance for HVAC, plumbing, and electrical systems
- General building repairs
- Emergency response and troubleshooting
- Other tasks as required/requested

## Service Schedule

Services will be performed on the following basis:

- Frequency:
- Hours:

## Fee Structure

Description	Unit	Rate	Total
Scheduled Maintenance Visits	Per Visit		
Emergency Call-Out	Per Hour		
Materials & Supplies	As Needed		

## Terms & Conditions

- Payment terms:
- Proposal valid until:
- All work will be performed in a professional and timely manner
- Additional services require prior approval

\_\_\_\_\_  
Authorized Signature (Contractor)

\_\_\_\_\_  
Client Signature