

## CONCIERGE SERVICE AGREEMENT

This Agreement is made and entered into between [NAME OF SERVICE PROVIDER] (“Provider”), and [NAME OF CLIENT] (“Client”) effective the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**THIS AGREEMENT WITNESSES** that in consideration of the mutual covenants and agreements contained in this Agreement, Client and Provider agree as follows:

### Terms and Conditions

1. *Services.* Provider will provide Client with the services described in Schedule A attached hereto. Additions or alterations to the services set out in Schedule A will require a new contract between the parties. Provider agrees, at all times during the term of this Agreement, to provide the services in a timely and professional manner.
2. *Deposit.* A non-refundable deposit of \$\_\_\_\_\_ is due upon signing of this Agreement and will be subtracted from the final invoice.
3. *Invoicing.* Client will be invoiced monthly. Each invoice will be accompanied with time sheets setting out the dates, hours and services provided which are included in the invoice. Invoices are due within \_\_\_\_\_ days.
4. *Rates and Charges.* Client will be billed at a rate of \$\_\_\_\_\_ per hour. All billable hours are measured and invoiced in increments of \_\_\_\_\_ minutes. Client agrees that a minimum of \_\_\_\_\_ hours per month will be invoiced. Provider agrees not to exceed a maximum of \_\_\_\_\_ hours per month without prior approval from Client. Provider’s hourly rates do not include the cost of postage, delivery charges, long distance charges, products or services provided by referred businesses, or other such expenses which may be incurred by Provider in the performance of its obligations hereunder. Any such expense incurred by Provider will be itemized on and added to Provider’s monthly invoice, and proper receipts will be attached. All expenses in excess of \$\_\_\_\_\_ must be approved and prepaid by Client prior to being incurred.
5. *No Liability for Referred Business Services.* Provider endeavors to provide services of the highest quality for all of its clients and will from time to time give Client referrals for certain businesses. Businesses are referred by Provider, based on the professional reputation of each company, agency, business, service or individual and are expected to provide quality service; however, Provider is not liable for any unsatisfactory services provided by any referred businesses or for any claims arising from any referred business’ inability or failure to perform their contracted services in any way. Although Provider may suggest a referred business, it is the sole responsibility of Client to select the business which best suits Client’s needs.

**THIS IS A 3-PAGE CONTRACT PLUS 1-PAGE SCHEDULE.**