

**COMMERCIAL
PREVENTIVE MAINTENANCE**

Location

(Customer Name)

(Address)

(City) (State) (Zip)

Bill To:

(Customer Name)

(Address)

(City) (State) (Zip)

EQUIPMENT COVERED

Make & Type	Model No.	Serial No.	Date Inst.
_____	_____	_____	_____
_____	_____	_____	_____

PURPOSE OF SERVICE AGREEMENT

To provide scheduled service care to maintain the efficient performance of your heating and cooling equipment.

- Efficiency of operation reduces fuel bills
- Assures you of maximum safety
- Extends equipment life
- Reduces chances of costly breakdowns
- Increases comfort through proper performance
- Improves safety

AGREEMENT INCLUDES

- 1.) _____ System Checks per year
- 2.) Priority Emergency Service
- 3.) 10% Discount On Repairs. If repairs are necessary during the contract period. Service Agreement Customers receive a 10% discount on parts and labor. Discounts do not apply to compressors, coils, heat exchangers or new equipment. (After hours, holidays and weekends labor is time and 1/2.)

PROCEDURES INCLUDES

The following procedures are included during the agreement:

- Replace filters (each check)
- Monitor starting capabilities
- Check and adjust belts
- Clean ignition assembly
- Monitor flue draft
- Check and oil motors
- Blow out condensate drains
- Check Freon
- Monitor heating and cooling cycles
- Check pilot assembly
- Check and clean burner assembly
- Check condensor coil
- Check heat exchanger
- Tighten electrical connections

Coverage Begins _____ and continues through _____.

Full year cost: \$ _____ Paid Check # _____

Customer Approval: _____ Spencer Approval: _____

Date _____ Date _____

*Please sign and return yellow copy.

1. The term of this agreement shall be twelve (12) months and will automatically be renewed for successive twelve (12) month terms without further action by the parties unless cancelled at the end of a term by either party. Spencer Heating & Air Conditioning may terminate or suspend this agreement immediately upon the failure of the customer to pay for services rendered within the payment terms or in the event of any other breach by customer.
2. This agreement may be cancelled by the customer upon thirty days written notice to terminate, and a refund for the remaining term will be issued on a pro-rated basis with deduction made for completed work and administrative costs.
3. The maintenance procedures set forth in this agreement will be performed during normal working hours. Follow-up work necessary to correct defects discovered by these procedures will also be performed during normal working hours and billed at the discount agreement rate. Emergency service shall be provided during "after-hours" at the "after-hours" discount agreement rate.
4. This agreement may be subject to price revision on any anniversary date.
5. This agreement shall be null and void if customer's equipment has been subject to acts of God or conditions beyond the control of Spencer Heating & Air Conditioning, including but not limited to fire, vandalism, accidents, tampering, altering, modification, misuse, or improper adjustment.
6. This agreement may not be transferred or assigned by customer without the written approval of Spencer Heating & Air Conditioning.