

UK-SGApsv05

## **Computer repair service contract**

This agreement is dated: [date]

It is made between: [IT Service Provider's name]

of [address] (the "██████████")

And [Client name]

of [Client address] (the "Client")

## Background

The purpose of this agreement is to set out the legal contract between the IT Service Provider and the Client in connection with the work described in the specification (the “**[REDACTED]**”) **[REDACTED]**  
**[REDACTED]**.

"Task" means the work to be done under the terms of this ■■■■■■■■■■  
■■■■■■■■■■■■■■■■■■■■.

**The terms of this agreement are:**

## 1. Specification and requirements

- [illegible]

[illegible]

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[illegible]



6.6. The IT Service Provider's entire liability in respect of ■■■■■  
■■■■■  
■■■■■  
■■■■■.

6.7. The IT Service Provider's entire liability in £ [ 0 , 000 ].

[illegible]

**7.2.** Neither party shall be liable for any failure or delay in ■■■■■  
■■■■■  
■■■■■ , [ ■■■■■ ]

[illegible]

7.4. Costs arising from the .....  
..... ;

7.5. Regardless of the reason for stoppage or delay, if it continues for more than [30] days, [ ] . [ ] [7] , [ ] .

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## **Schedule: Specification**

*[Work description]*

## Early Start and Cancellation Rights

This is to explain your rights under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013.

[illegible]

....., .....  
 .....  
 ..... [  
 .....].

[illegible][illegible][illegible][illegible][illegible]

## Request to start work

To,

[enter Service Provider's name]

[address]

[email]

..... / ..... / .....  
 .....  
 ..... .

[illegible]

Signed

Date:

Client name:

Client address:

## Model cancellation form

[ .....  
.....].

..... [ ..... , ..... , ..... ,  
..... - .....  
..... ]:

..... / ..... / ..... / .....  
..... [ .....  
..... ],

..... [ ..... ] / ..... [ ..... ],

..... : [ .....  
..... ],

Address: [\[enter your address\]](#),

Signature: (only if this form is notified on paper),

Date: [\[date\]](#)

# Explanatory Notes:

## Computer repair service contract

### General notes

#### 1. What is in the agreement?

The main purposes of this agreement are:

- to enable you to do the agreed work;
- to get paid for the specified work;
- to get paid for extras;
- not be liable to your client for more than you ■■■■■■■■■■ ,
- to convince your client that you are a competent and ■■■■■■■■■■ ■■■ .

The version of this document you will need for one client might be quite different from what you need for another. It is a good idea to keep this full version and take a copy of it to edit for each client. ■■■■ , ■■■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■■■ .

#### 2. Background and Specification

Enter name of company if you work through ■■■■■■■■■■ .

We strongly recommend that you use a written specification. No special words, no special language, no rules. It can be one sentence of ten words or ten pages of work. The purpose is to make sure there is nothing to argue about later. Use the specification also to write ■■■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■■■ . ■■■■■■■■■■ :

“No account has been taken for the possible requirement for a new hard disk, which will ■■■■■■■■■■ .”

Or

“Work not specified in this document shall be treated as extra work and charged at £xx per hour, including time ■■■■■■■■■■ ■■■■■■■■■■ .”

Make sure you include your price in the Specification. This is ■■■■■■  
■■■■■.

[illegible]

make sure you have dated the contract ■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■  
■■■■■■■■■■■■■■.

If you provide services to a consumer and he signs this contract anywhere other than your office premises then the Consumer Contracts (Regulations) 2013 apply.

[illegible]

## Drafting notes following the numbered paragraphs

We make clear that you are self employed and responsible for your own taxes. Why? . . . . .

[illegible]

A few more items to **■■■■■ - ■■■■■■■■■■■■■■■■■■■■**.

## 2. Interruptions and expense






So often a profitable job is spoiled by unforeseen extras which fall to you to be paid. How far you accept these is up to you, but you should be able to quote a

.....  
 .....  
 ..... - .....  
 .....

You may like to add special requirements in time, ■ ■ ■ ■ , ■ ■ ■ ■ , ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ .

[illegible]

### 3. IT Service Provider's account and expenses

Getting paid can be a nightmare. Having this contract will help you very greatly. But you still have to set   
  
 “  ”  .

[illegible]

IT :

Here we have given you a menu of alternative sub paragraphs.

.

,

.

Whatever payment arrangement you make, . . . . .  
 . . . . .  
 . . . . .

[illegible]



#### 4. Safety and insurance

We suggest you make no change here.

## 5. Confidentiality

[illegible]

We suggest you make no change here.

## 6. Limitation of liability

[illegible][illegible][illegible]

## 7. Uncontrollable events

[illegible][illegible]

## 8. Miscellaneous matters

[illegible]

Rights of Third Parties Act -

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## End of notes