Services Agreement

Your Organisation

August 29, 2026

Parties: *Your Organisation* (the Client) and *Your Supplier* (the Supplier). This fictional starter demonstrates structured, numbered clauses; replace all names and terms with advice from a qualified professional.

§ 1 Purpose and scope

The Supplier will provide the services described in the project brief. The parties may replace this clause with a precise statement of work.

§ 1a Deliverables

The Supplier will deliver the agreed materials in the format and on the dates listed in the project schedule.

§ 2 Fees and payment

The Client will pay the fees stated in the project schedule within thirty days of a correctly issued invoice.

§ 3 Confidentiality

Each party will protect confidential information received from the other party and will use it only for performing this agreement.

§ 4 Term and termination

This agreement begins on the effective date and ends when the deliverables are accepted, unless either party terminates it under the agreed notice terms.

Client signature

Supplier signature