Annual Maintenance Contract (AMC) Proposal

Prepared by the service provider for the client. Signing the acceptance section turns this proposal into a binding order on the terms below.

PROPOSAL NO. | DATE | VALID UNTIL

Prepared by

COMPANY | CONTACT PERSON

EMAIL | PHONE | GSTIN

Prepared for

CLIENT ORGANISATION | ATTENTION OF

Overview

We propose an annual maintenance contract to keep your equipment running reliably, with scheduled preventive visits and fast breakdown support.

EQUIPMENT LIST (MAKE, MODEL, QUANTITY, LOCATION)

Scope of work

- Preventive maintenance visits as per the schedule below
- Breakdown calls with on-site response within the agreed time
- Service report after every visit, signed by the client's representative
- Parts as per the contract type selected
- Annual health report with replacement recommendations

Plan and timeline

Phase	What you get	Typical time
Start-up	Equipment audit, baseline	1-2 weeks
Preventive	Scheduled visits	Per schedule
Breakdown	On call	Within response time

PROPOSED START | TARGET COMPLETION

Investment

AMC TYPE	ANNUAL FEE (₹)	PREVENTIVE VISITS / YEAR

RESPONSE TIME (HOURS)	PAYMENT SCHEDULE

Prices exclude GST unless stated. Invoices are payable within 15 days. Work beyond the scope above is quoted separately through a change order.

Assumptions and exclusions

- Damage from misuse, power surges, fire, flood or third-party repairs is excluded.
- Consumables (filters, gas top-up, oil) are excluded unless comprehensive.
- Equipment older than its rated life may be accepted only on a non-comprehensive basis.

Acceptance

By signing, the client accepts this proposal and authorises the service provider to begin. Detailed terms (confidentiality, IP, liability) follow the service provider's standard terms of service unless a separate contract is signed.

BILLING NAME AND ADDRESS	CLIENT GSTIN

PO NO. (IF ANY)	SIGNATORY DESIGNATION

Client

SIGNATURE

PRINTED NAME | DATE

Service provider

SIGNATURE

PRINTED NAME | DATE