Cleaning Services Agreement

This agreement is made between the Cleaning Company and the Client named below and takes effect on the date of the last signature.

Cleaning Company

LEGAL NAME

EMAIL

PHONE

GSTIN

ADDRESS

Client

FULL NAME

EMAIL

PHONE

ADDRESS

Scope of work

The Cleaning Company will clean the premises below on the schedule and checklist agreed.

PREMISES ADDRESS

FREQUENCY

HOURS PER VISIT

SUPPLIES

TASKS INCLUDED

Fees and payment

FEE PER MONTH OR VISIT (₹)

BILLING

YEARLY INCREASE (%)

Payment method

- ◯ UPI
- ◯ Bank transfer
- ◯ Auto-debit (NACH)
- ◯ Cheque

Invoices are payable within 15 days. Late payments may attract interest at 1.5% per month, and the provider may pause services after 30 days of non-payment with notice.

Specific terms

- Staff. The Cleaning Company sends verified, trained staff and replaces anyone the Client is unhappy with.
- Damage. The Cleaning Company reports any breakage at once and is liable for damage caused by negligence, up to the monthly fee.
- Valuables. The Client keeps cash, jewellery and valuables secured.

Standard terms

- Independent contractor. The Cleaning Company is an independent contractor, not an employee, and is responsible for its own staff, taxes and statutory dues.
- Confidentiality. Each party keeps the other's non-public information confidential during this agreement and for two years after it ends.
- Liability. Except for fraud, wilful misconduct or breach of confidentiality, each party's total liability is limited to the fees paid in the three months before the claim.
- Termination. Either party may end this agreement by written notice of the period chosen below, or at once if the other party commits a serious breach and does not fix it within 7 days. The Client pays for work done up to the end date.
- Taxes. Fees exclude GST, which is added to invoices where applicable.

Notice period to terminate

◯ 7 days ◯ 15 days ◯ 30 days

Initials

General terms

- Governing law. This document is governed by the laws of India.
- Entire agreement. This document is the whole agreement between the parties on its subject and replaces earlier discussions.
- Amendments. Changes are valid only in writing signed by both parties.
- Severability. If a clause is unenforceable, the rest of the document still applies.
- Notices. Notices may be sent to the email addresses given above and take effect on delivery.
- Electronic signatures. The parties agree to sign electronically; electronic signatures and records are valid under the Information Technology Act, 2000.

Cleaning Company

SIGNATURE

PRINTED NAME

DATE

Client

SIGNATURE

PRINTED NAME

DATE