



## PREVENTATIVE MAINTENANCE AGREEMENT

<b>NAME</b>	_____	<b>LOCATION</b>	_____
<b>ADDRESS</b>	_____		_____
	_____		_____
<b>PHONE</b>	_____	<b>PHONE</b>	_____

Two scheduled preventative maintenance inspections per year will be performed during normal working hours, between 8:00 am and 5:00 pm, Monday thru Friday. Filters and labor to perform the preventative maintenance will be provided. Upon inspection, if replacement of defective parts is needed, no repairs or improvement will be undertaken without your authority. Labor and material for such repairs will be discounted 10% from our prevailing rates. With this agreement, you become a preferred customer giving you a 10% discount on service calls during regular work hours. Emergency service calls, 7 days a week, 24 hours a day at time and a half rates. Replacement air conditioning and/or heating units qualify for the 10% discount. This "Preventative Maintenance Agreement" may be terminated by either party upon 30 days written notice.

**Number of Units:**    1    2    3

**Inspection will be made approximately during the month of:**

January _____	July _____
February _____	August _____
March _____	September _____
April _____	October _____
May _____	November _____
June _____	December _____

**Each inspection will include:**

- Check wiring and safety controls
- Adjust and tighten belts
- Calibrate thermostat, if needed
- Check and clean blower, if needed
- Wash outdoor coil, if needed
- Oil indoor motor, if needed
- Oil outdoor motor, if needed
- Check refrigerant level
- Clean or replace filter

<b>EQUIPMENT</b>	<b>MAKE</b>	<b>MODEL #</b>	<b>SERIAL #</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**THIS AGREEMENT MUST BE ACCEPTED WITHIN 30 DAYS**

**Preventive maintenance and inspection will be performed for a net sum of:**

\$ \_\_\_\_\_ per year  
 \$ \_\_\_\_\_ down payment  
 \$ \_\_\_\_\_ per visit

**Authorized By:**

Owner of Equipment \_\_\_\_\_  
 Date \_\_\_\_\_  
 Company \_\_\_\_\_  
 Date \_\_\_\_\_