

Contractor

Business name

Phone

Business address

Email

License or certification number

Date

Client and project

Client name

Phone

Project address

Email

Contract number

Contract date

Parties and Agreement

This agreement is between [Business name] ("Contractor") and [Client name] ("Client") for the work described below at [Project address]. Both parties sign at the end of this document to accept these terms.

Scope of Work

Project overview

[Describe this in your own words for the job.]

Scope of work by phase

[Describe this in your own words for the job.]

Materials and specifications

[Describe this in your own words for the job.]

Price and Payment Schedule

Contract price

Price basis (fixed price or time and materials)

#	Milestone	Triggered when	% of contract	Amount due	Running total
1	Deposit at signing	Contract signing			
2	Materials and mobilization	Materials on site			
3	Rough-in complete	Framing and MEP rough-in signed off			
4	Substantial completion	Finishes installed, walkthrough scheduled			
5	Final completion	Punch list closed, final walkthrough signed			

A live version of this table with running-total formulas ships as a separate payment-schedule spreadsheet alongside this contract.

Payment methods

Check payable to

Mail check to

Bank transfer, account name

Routing and account reference

Payment app handle

App name and username

Change Request Procedure

Changes to the scope above are requested in writing, describing the change, the price impact, and any schedule impact. Work on the change does not start until both parties sign the change request. Verbal change requests are not binding on either party until put in writing and signed.

Schedule

Estimated start date

Estimated completion date

Estimated working days

Weather or supply contingency days

Insurance and License

General liability insurance carrier

Policy number

Coverage amount

Policy expiration date

Workers compensation carrier

Workers comp policy number

Contractor license number

Licensing state or board

Warranty

Workmanship warranty period

Warranty start date

Contractor warrants the work described above against defects in workmanship for the warranty period stated. Manufacturer warranties on materials and equipment pass through to Client as issued by the manufacturer and are not extended by Contractor beyond the workmanship warranty above.

Termination

Notice period to terminate for cause, in days

Notice period to terminate for convenience, in days

Either party may terminate this agreement for an uncured material breach after the notice period above. Client may terminate for convenience after the notice period above, paying Contractor for work completed and materials already ordered through the termination date.

Dispute Resolution

Dispute resolution method

Governing state for this agreement

Before filing a claim in court, both parties agree to attempt to resolve any dispute using the method named above. This section states a process, not a waiver of either party's rights; have your own attorney review this section before you rely on it.

Acceptance and Signatures

Both parties sign below to accept the terms above. This page and the attached files are not legal advice; have your own attorney review contract language and any state-required disclosures before a client signs.

Contractor signature

Date

Client signature

Date

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