

# Annual Maintenance Contract (AMC)

AMC contract template for service and maintenance companies: who the parties are, which equipment is covered, what the service covers, what it costs and how it is paid.

This template is a general starting point for a maintenance agreement, not legal advice. Attach your own terms and conditions and have the contract reviewed by a qualified legal adviser before use.

## 1 Parties

| Service provider               | Customer                       |
|--------------------------------|--------------------------------|
| Company name                   | Company name                   |
| Address                        | Address                        |
| Contact person and designation | Contact person and designation |
| Phone / email                  | Phone / email                  |
| TRN / VAT / CR no.             | TRN / VAT / CR no.             |

## 2 Contract details

|                                    |                                                                   |                                           |
|------------------------------------|-------------------------------------------------------------------|-------------------------------------------|
| Contract no.                       | Start date                                                        | End date                                  |
| Contract period (months)           | Renewal notice period (days)                                      | Response time for breakdown calls (hours) |
| Service hours for scheduled visits | Emergency call-outs outside service hours (included / chargeable) |                                           |

AMC type ☐ Comprehensive (parts and labour included) ☐ Non-comprehensive (labour only, parts extra)

PPM visits per year ☐ 2 ☐ 4 ☐ 6 ☐ 12 ☐ Other: \_\_\_\_\_

## 3 Equipment covered (Schedule A)

| #                             | Equipment / description | Make, model and serial no. | Location | Qty | Annual price |
|-------------------------------|-------------------------|----------------------------|----------|-----|--------------|
| 1                             |                         |                            |          |     |              |
| 2                             |                         |                            |          |     |              |
| 3                             |                         |                            |          |     |              |
| 4                             |                         |                            |          |     |              |
| 5                             |                         |                            |          |     |              |
| 6                             |                         |                            |          |     |              |
| 7                             |                         |                            |          |     |              |
| 8                             |                         |                            |          |     |              |
| Schedule total, excluding VAT |                         |                            |          |     |              |

Currency: \_\_\_\_\_ Prices are per unit per year, excluding VAT. List further equipment on a continuation sheet and refer to it here.

#### 4 Contract value and payment

|                               |                                                 |                      |
|-------------------------------|-------------------------------------------------|----------------------|
| Contract value, excluding VAT | VAT (rate ____ %)                               | Total contract value |
| Payment due within (days)     | Payment method (bank transfer / cheque / other) |                      |

|                   |                                            |                                      |                                    |                                  |
|-------------------|--------------------------------------------|--------------------------------------|------------------------------------|----------------------------------|
| Payment frequency | <input type="checkbox"/> Annual in advance | <input type="checkbox"/> Half-yearly | <input type="checkbox"/> Quarterly | <input type="checkbox"/> Monthly |
|-------------------|--------------------------------------------|--------------------------------------|------------------------------------|----------------------------------|

| Instalment | Due date | Amount | Paid on / payment reference |
|------------|----------|--------|-----------------------------|
| 1          |          |        |                             |
| 2          |          |        |                             |
| 3          |          |        |                             |
| 4          |          |        |                             |
| 5          |          |        |                             |
| 6          |          |        |                             |
| 7          |          |        |                             |
| 8          |          |        |                             |
| 9          |          |        |                             |
| 10         |          |        |                             |
| 11         |          |        |                             |
| 12         |          |        |                             |

Use one row per instalment: 1 for annual, 2 for half-yearly, 4 for quarterly, 12 for monthly payments.

#### 5 Signatures

By signing, both parties agree to the details, schedule and payment terms above and to the terms and conditions attached.

| For the service provider    | For the customer            |
|-----------------------------|-----------------------------|
| Name                        | Name                        |
| Designation                 | Designation                 |
| Date                        | Date                        |
| Signature and company stamp | Signature and company stamp |

### Run your AMCs on Zentid, not in spreadsheets

Zentid schedules every PPM visit automatically, reminds you before renewals fall due, and keeps each contract's equipment, visits and service reports in one place.

7-day free trial · [zentid.com](https://zentid.com) · Scan the code to see how it works

