

SAMPLE OF SERVICES CONTRACT

5. TRAVEL EXPENSES

Alternative A. All travel expenses incurred by the Service Provider (journeys, board and lodgings) necessary for compliance with the present Contract shall be met by the Client. Such expenses shall be paid, after due presentation of documents justifying such expenses, within calendar days.

Alternative B. All travel expenses incurred by the Service Provider, necessary for compliance with the present Contract, shall be met by the Service Provider itself.

Alternative C. All travel expenses incurred by the Service Provider, necessary for compliance with the present Contract, shall be included in the price and appear in detail in Annex 2.

6. OBLIGATIONS OF THE SERVICE PROVIDER

The Service Provider shall possess the human and technical resources necessary for the correct implementation of the Services within the term and under the conditions established in the present Contract.

Alternative A. The Service Provider undertakes to commence the provision of the Service no more than days after the signing of the present Contract.

Alternative B. The Service Provider shall deliver to the Client, in a period of no more than calendar days after the signing of the present Contract, a preliminary report specifying the actions to be taken and periods of time necessary for compliance with the Contract.

Alternative C. The Service Provider shall observe strictly the schedule of actions and periods of time as set out in Annex 3 of the present Contract.

7. OBLIGATIONS OF THE CLIENT

The Client undertakes to supply the Service Provider with all the information necessary for compliance with the present Contract. The Client shall also make itself available for meetings with the Service Provider as many times as may be necessary throughout the term of the present Contract.

8. CONTACTS

In order to comply with their contractual obligations, the Parties may appoint the following persons to be responsible for the Service as well as to clarify any doubts, technical queries or incidents which may arise during the provision of Services:

- On behalf of the Service Provider: [*name, telephone, e-mail and postal address*].

- On behalf of the Client: [*name, telephone, e-mail and postal address*].

9. AMENDMENTS OR EXTENSIONS TO SERVICES

Should the Client or Service Provider wish to make amendments or extensions to the Service covered by the present Contract at any time, both Parties must negotiate as to the limits of such amendments or extensions. All agreements adopted through such negotiation, whether pertaining to new aspects of service or price, must be set down in written form.

10. SUBCONTRACTING

Alternative A. The Service Provider shall not subcontract to any person or company the provision of Services as set out in Annex 1 of the present Contract without the express consent of the Client.

Alternative B. The Service Provider may subcontract to other persons or companies some of the Services set out in Annex 1 of the present Contract on condition that the Client is informed to that end. The Service Provider shall be responsible for the actions of such subcontracted agents under the same terms as those undertaken by itself.

11. RESPONSIBILITY

Either Party shall be held responsible for negligence or default of the obligations established in the present Contract which may cause damages or hindrance to the other Party. The Party which suffers any sort of damage or hindrance from its counterpart is entitled to compensation for such damages.

This is a sample of 2 pages out of 8 of the **Services Contract**.

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[SERVICES CONTRACT](#)