



Should you engage our services, we do not require a Formal Agreement, a letter of acceptance to cover the Insurance Liability is sufficient for the services to commence.

For the first month, one weeks notice is sufficient to dispose with our service, and after that, one months notice is all that is required.

However, if you feel a Service Agreement would be helpful, a Draft Agreement is available for you to use, if you wish to use this document as listed, make amendments or use your own agreement, please email the proposed agreement for our consideration.

Draft Contract Agreement for Cleaning Service

Definitions

The Client _____

The Contractor MCS Limited
66 Willoughby Lane
London N17 0SP

Contract Period The contract is for twelve months from (date) _____

Sites(s) / Address(s) _____

Quality of Service The quality of service shall be entirely in accordance with the specification and to the satisfaction of the client.

Payments MCS Limited shall submit to the client at the end of each month a detailed invoice stating the sums to which the contractor considers himself entitled (including any variation agreed in writing by the client). The client shall pay all agreed invoices within one calendar month thereafter.

Variation	The client reserves the right to renegotiate priorities within the specification provided that the total weekly staff hours supplied by MCS Limited remains consistent with the original specification.
Monitoring	MCS Limited shall be monitored in accordance with the specification including a monthly meeting with the client.
Supervision	MCS Limited shall ensure adequate supervision of all staff as detailed in the quotation.
Hours of Work Allowed	MCS Limited staff shall attend work Monday – Friday between <hr/> for normal daily cleaning, and any additional cleaning listed on the cleaning specification shall be carried out by arrangement.
British Standards	National Quality Assurance Ltd BS EN ISO 9001 : 2000
Indemnity & Insurance	MCS Limited shall maintain insurance and indemnify the client against loss or damage due to MCS Limited negligence. MCS Limited shall provide evidence to the client as to the insurance cover provided to MCS Limited.
Assignment	Assignment of this agreement to another named contractor in part or in full will not be allowed unless specific prior written permission has been given by the client.
Termination	The client will be allowed to terminate the agreement if:- a. MCS Limited commits any breach of obligation as stated in this agreement. b. MCS Limited becomes bankrupt or insolvent or goes into receivership. c. The client or MCS Limited may terminate the agreement on giving one months notice in writing in the first three months of the agreement and thereafter three months notice, excluding sub para b, above.
Dispute	Where a dispute exists between the Client and MCS Limited and it can not be satisfactorily settled by negotiation between the two parties, the matter will be referred to an independent arbitrator, nominated by the client.

Service Agreement

The agreement is made this day of _____ between
_____ (The Client) and MCS Limited (The Contractor).

The client accepts the quotation number _____ submitted by MCS Limited dated _____ for the cleaning service listed in the quotation for a period of twelve months, commencing on _____ .

All documents _____ in the quotation number _____ pages 1-TBC, and any documents listed below which have been amended or altered the original quotation, also form part of this agreement.

Documents/letters to be listed by reference number and date.

MCS Limited (The Contractor) hereby undertakes to carry out all the works as stated in all these combined documents to the satisfaction of The Client.

_____ (The Client) hereby undertakes to pay MCS Limited (The Contractor) the agreed payments at the frequency and in the manner stated in the conditions.

Signed for (The Client)

Date

Signed for MCS Limited (The Contractor)

Date
