[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Client's Name]
[Client's Address]
[City, State, ZIP Code]
Dear [Client's Name],
Subject: Aquarium Maintenance Service Agreement
We are pleased to offer our aquarium maintenance services to ensure your
aquatic environment remains clean, healthy, and vibrant. Below, we
outline the services we provide, the schedule, and terms of our
agreement.
Services Included:
- Regular water testing and treatment
- Cleaning and maintenance of filters
- Algae removal
- Fish health assessment
- Addition of water conditioners and treatments as necessary
- Equipment check and maintenance
Service Schedule:
- Frequency: [e.g., Weekly, Bi-weekly, Monthly]
- Next Scheduled Service Date: [Date]
Pricing:
- Total Cost per Visit: \$[Amount]
- Payment Terms: [e.g., Net 30, Payment upon service]
Please confirm your acceptance of this agreement by signing below and
returning a copy to us. We appreciate your trust in our services and look
forward to maintaining your aquarium.
Best Regards,
[Your Name]
[Your Company Name]
[Your Title]
Accepted By:
[Client's Name]
[Signature]
[Date]