Hourly Handyman Maintenance Agreement

An editable agreement for a defined maintenance or repair engagement

Client and contact	Contractor and contact
[Full name / address / phone]	[Business / address / phone]

Job site and agreement date

_____

Scope and boundaries

The contractor will perform the following work at the job site: [specific tasks and completion standard]. Work excluded from this agreement is: [exclusions]. Attach a dated scope sheet where additional space is needed.

Materials supplied by each party and access arrangements

_____

_____

Price and payment

Labor will be charged at [currency and hourly rate]. The agreed authorization limit is [amount or hours]. The contractor will keep a dated record of hours and obtain written approval before exceeding that limit. Materials and agreed additional charges will be recorded as [basis and evidence].

Payment stage	Amount or basis	Due or completion condition
[Deposit if agreed]	[Amount]	[Condition]
[Progress or final payment]	[Amount / basis]	[Condition]

Estimated start completion and working hours

_____

Changes and unexpected conditions

A change to scope, price or timing must be recorded and accepted in writing by both parties before the changed work proceeds. If an unexpected condition affects safe access or the agreed scope, the contractor will notify the client and record the proposed next step.

Permissions and qualifications

Responsibility for permits, approvals and required licensed work is allocated as follows: [details]. Any required license, registration or insurance information is attached or listed here: [details].

Completion and correction

The parties will review the work against the agreed scope. Outstanding items and a completion date for corrections will be recorded in writing. Any agreed workmanship warranty is: [scope, duration, exclusions and contact method].

Cancellation and resolving concerns

The agreed notice, cancellation and payment arrangements are [details, subject to applicable requirements]. Concerns should first be raised with [contact] and documented with the issue and requested response. Additional required local terms or notices are attached as [references].

Client agreement	Contractor agreement
Signature [ ] Name [ ] Date [ ]	Signature [ ] Name [ ] Date [ ]

Draft for adaptation. Confirm applicable local requirements and required notices before signing.