

EXAMPLE LANDSCAPING SERVICES AGREEMENT

Maintenance & Installation Contract Template

[Your Company Name | Address | Phone | Email | Website]

Important Disclaimer: Under no circumstances should this document be used as a legal contract. This template is provided solely as a guide to inform the creation of your own contract. It is intended to help you understand what a landscaping contract should include — not to serve as a finished or enforceable agreement. All content must be customized to your specific business and reviewed and approved by a licensed attorney in your state before it is presented to or signed by any client.

SECTION 1 — PARTIES INVOLVED

Contractor (Service Provider)

Company / Legal Name

License Number (if applicable)

Street Address

City, State, ZIP

Phone Number

Email Address

Client

Full Legal Name

Phone Number

Mailing Address

Email Address

Service Property Address

Complete this section if the service location differs from the client's mailing address.

Street Address, City, State, ZIP

Special Access Instructions / Gate Code / Notes

SECTION 2 — CONTRACT TYPE

Check the contract type that applies. If both apply, complete both sections.

■ Maintenance / Recurring Services Ongoing scheduled services (e.g., mowing, fertilization, seasonal cleanups).	■ Installation / Project-Based One-time or phased project with a defined start and end date.
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SECTION 3 — SCOPE OF WORK

Important: Be specific, but not so exhaustive that minor field adjustments create disputes. Describe what will be done and what is excluded — not every micro-step of how it will be done.

Services Included

List all services covered by this agreement. Add rows as needed.

Services / Areas Specifically Excluded

List any areas of the property or services not covered by this agreement

Materials

Specify who supplies materials and how substitutions will be handled if a specified product becomes unavailable.

Materials Provided By (Contractor / Client / Both)

Substitution Policy

SECTION 4 — TIMELINE & SCHEDULE

Contract Start Date

Contract End Date / Renewal Date

Maintenance Schedule (recurring contracts)

Service frequency and scheduled visit days/times

Project Milestones (installation / project contracts)

Milestone	Target Date

Weather & Delay Policy

Describe how weather delays or unforeseen site conditions will be handled

SECTION 5 — PAYMENT TERMS

Total Contract Amount (\$)

Deposit Required (\$)

Payment Schedule

Payment	Amount (\$)	Due Date / Trigger
Deposit		Due upon signing

Payment 2		
Payment 3		
Final		Due upon completion

Accepted Payment Methods

Late Fee Policy

Additional Payment Notes

SECTION 6 — CHANGE ORDERS

Any changes to the scope of work after this agreement is signed must be requested and approved in writing before additional work begins. Verbal approvals are not binding.

Change Order Process (describe your internal process)

SECTION 7 — INSURANCE & LIABILITY

Coverage Type	Policy Number	Coverage Amount	Provider
General Liability			
Worker's Compensation			
Commercial Auto			
Other:			

Liability Limitations / Property Damage Policy

SECTION 8 — WARRANTIES & GUARANTEES

Workmanship Warranty Period**Plant / Material Warranty Period****Warranty Terms and Exclusions****SECTION 9 — TERMINATION**

Either party may terminate this agreement under the conditions described below. Termination does not release the client from payment obligations for work already completed.

Termination Type	Notice Required	Terms / Obligations
Client-initiated termination	_____ days written notice	
Contractor-initiated termination	_____ days written notice	
Termination for non-payment		
Termination for material breach		

Cancellation Fees / Additional Termination Notes**SECTION 10 — ADDITIONAL TERMS****Dispute Resolution**

Describe how disputes will be handled (mediation, arbitration, litigation)

Governing Law**State / Jurisdiction****County (if applicable)****Subcontractors**

- Contractor may use subcontractors to complete portions of this work. ■ No subcontractors will be used without written client approval.

Permits & Compliance

List any permits required and which party is responsible for obtaining them

Entire Agreement

This agreement, including any attached exhibits or signed change orders, constitutes the entire agreement between the parties and supersedes all prior verbal or written communications regarding the services described herein.

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