

## Errand/Concierge Services Agreement

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## **General Information**

### **Errand/Concierge Services Agreement**

In this modern society many people are stretched to the limit and require assistance in keeping their personal and business lives running smoothly. This Service Agreement is between a client and an individual who will render errand or concierge services. This agreement sets out the terms of the arrangement including the specific services to be rendered, how much the concierge will be paid and if the services are cancelled, the amount of any cancellation fee.

A written Errand/Concierge Services Agreement will be useful in the event there are disagreement or miscommunication regarding the services the concierge is to render. It can be easily tailored to fit your unique needs, whether for home or business.

## Instructions and Checklist

### Errand Concierge Services Agreement

- Both parties should read the services agreement carefully.
- Insert all requested information in the spaces provided on the form.
- This form contains the basic terms and language that should be included in similar agreements.
- Both the client and the concierge must sign the agreement.
- Both parties should retain either an original or copy of the signed agreement.
- All legal documents should be kept in a safe location such as a fireproof safe or safe deposit box.

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## SERVICES AGREEMENT - ERRAND/CONCIERGE

XYZ hereby agrees to provide general errand services to ABC ("Client") in accordance with this agreement.

XYZ shall provide all such lawful services as are requested by the Client. The date(s) for such services are: \_\_\_\_\_.

1. XYZ shall contract with others as needed to provide the services requested. XYZ shall use its best efforts to obtain qualified providers of such services, but no guarantee is given as to the quality of service provided by others.
2. Client understands and agrees that XYZ shall not be liable in any manner for any loss, damages or claims that arise from the furnishing of services to Client by any subcontractor, including any consequential damages that may arise from the furnishing of such services.
3. XYZ shall receive compensation for its services as follows for time expended by principals of XYZ \$ \_\_\_\_\_ per \_\_\_\_\_.
4. Payment shall be as follows: \$ \_\_\_\_\_ prior to Service; \$ \_\_\_\_\_ upon completion.
5. Cancellation of services must be made 24 hours in advance or a \$ \_\_\_\_\_ fee could be assessed.
6. A fee of \$ \_\_\_\_\_ will be assessed for returned checks.
7. If XYZ is unable to complete an errand by an act of God or unforeseen event the liability to perform the errand will be excused, and rescheduled.
8. XYZ will take every precaution to keep the client information confidential.
9. Service requests that are dangerous or illegal will not be considered.
10. In the event of any dispute under this agreement, XYZ shall be entitled to recover attorney fees and other costs reasonably incurred by it in connection with such dispute, whether or not litigation becomes necessary.
11. This agreement may be modified only in writing and signed by both parties.

CLIENT

\_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

ERRAND/CONCIERGE SERVICE

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_