

LETTER OF SERVICE AGREEMENT

Location: _____ Date: _____

Service Provider Information:

Full Name / Company Name: _____

Australian Business Number (ABN): _____

Address: _____

Phone / Email: _____

Client Information:

Full Name / Company Name: _____

Australian Business Number (ABN): _____

Address: _____

Phone / Email: _____

Service Description:

The Service Provider agrees to provide the services as described herein to the Client. Services shall be performed with due care, skill, and diligence consistent with industry standards and applicable Australian law.

Terms and Conditions:

1. Scope of Services

The Service Provider shall perform the services specified in the attached Schedule A, which forms part of this Agreement.

2. Payment

The Client agrees to pay the Service Provider the fees as set out in Schedule B. Payment shall be made within 14 days of invoice date unless otherwise agreed.

3. Term and Termination

This Agreement commences upon execution and continues until the services are completed, unless terminated earlier by either party upon 14 days written notice.

4. Confidentiality

Both parties agree to keep all confidential information obtained during the course of this Agreement confidential and not disclose to third parties without prior written consent.

5. Liability

The Service Provider's liability for any claim arising from this Agreement shall be limited to the amount paid by the Client under this Agreement. Neither party shall be liable for indirect or consequential losses.

6. Compliance with Law

The Service Provider warrants that services will be performed in compliance with all applicable Australian laws and regulations.

7. Intellectual Property

All intellectual property created by the Service Provider in the course of providing the services shall remain the property of the Service Provider unless otherwise agreed in writing.

8. Dispute Resolution

In the event of any dispute arising out of or relating to this Agreement, the parties shall attempt to resolve the matter amicably. Failing which, disputes shall be submitted to mediation before any other legal proceedings.

9. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Australia and the state or territory where the services are provided.

10. Entire Agreement

This Agreement, including all Schedules, constitutes the entire agreement between the parties and supersedes all prior agreements and understandings.

11. Amendments

Any amendment or variation to this Agreement must be in writing and signed by both parties.

12. Force Majeure

Neither party shall be liable for any delay or failure to perform its obligations due to causes beyond its reasonable control, including but not limited to natural disasters, acts of government, or industrial disputes.

13. Notices

All notices must be in writing and delivered personally, by prepaid mail, or by email to the addresses set out in this Agreement.

14. Severability

If any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

15. Counterparts

This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

SERVICE PROVIDER SIGNATURE

CLIENT SIGNATURE

Signature: _____

Signature: _____

Original source of this document:

<https://legaltemplates-au.com/letter-of-service/>

Did you find this template helpful?

Find more updated templates at:

<https://legaltemplates-au.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.