YOUR  
LOGO

**COMPANY NAME**

HVAC MAINTENANCE CONTRACT PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to provide HVAC maintenance services. We specialize in delivering comprehensive maintenance programs that ensure system efficiency, reliability, and longevity.  
  
This proposal outlines our approach to managing the HVAC maintenance contract for [Client Name].

# Project Objectives

The primary goals are:  
  
- Maintain optimal performance of HVAC systems  
- Reduce equipment downtime and repair costs  
- Extend the lifespan of HVAC assets  
- Ensure compliance with safety and environmental standards

# Proposed Services

Our HVAC maintenance services include:  
  
- Scheduled preventive maintenance visits  
- Inspection and cleaning of HVAC components  
- Filter replacements and lubrication of moving parts  
- Performance testing and diagnostics  
- Emergency repair services  
- Energy efficiency assessments and optimization

# Scope of Work

Scope includes:  
  
- Initial system assessment and maintenance planning  
- Regular maintenance visits as per agreed schedule  
- On-demand emergency support  
- Detailed maintenance reporting and recommendations  
- Coordination with facility management for smooth operations

# Timeline

Proposed contract timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Initial Assessment | Conduct system evaluation and maintenance planning | [Start Date] |
| Scheduled Maintenance Visits | Perform regular maintenance activities | [Date] |
| Emergency Support | Provide on-demand repair services | [Ongoing] |
| Performance Review & Reporting | Deliver periodic performance reports | [Completion Date] |

# Pricing

Estimated cost breakdown for HVAC maintenance services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Monthly Cost |
| Preventive Maintenance | Scheduled inspections and system servicing | [Amount] |
| Emergency Repairs | On-demand repair services | [Amount] |
| Filter Replacement & Parts | Supply and replace necessary components | [Amount] |
| Performance Reporting | Provide detailed maintenance and performance reports | [Amount] |
| Total Monthly Fee |  | [Total] |

# About Us

[Your Company Name] is a trusted provider of HVAC maintenance and facility management solutions.  
  
- Experience: [X] years in HVAC maintenance and repair services  
- Expertise: Commercial, industrial, and institutional HVAC systems  
- Mission: To deliver reliable, efficient, and cost-effective HVAC maintenance solutions

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: HVAC maintenance for a multi-story office complex  
- Outcome: Reduced unplanned downtime by 30% and extended equipment life  
  
Testimonial:  
“[Your Company Name] has been an outstanding partner, ensuring our HVAC systems run efficiently year-round.” — [Client Contact]

# Terms and Conditions

Payment Terms: Monthly billing with net [X] days payment terms.  
Service Scope: Includes preventive maintenance, emergency repairs, and reporting.  
Client Responsibilities: Provide access to equipment and facility support.  
Adjustments: Scope changes require mutual agreement and may affect cost and schedule.

# Acceptance

To approve this HVAC maintenance contract proposal and initiate services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_