

Date

[Click **here** and type recipient's address]

Dear Sir or Madam,

H.V.A.C. PREVENTIVE MAINTENANCE

I am very pleased to present to you pricing for the service agreement on your H.V.A.C. equipment. The price below reflects all parts, material, and labor charges for the maintenance to be performed. Any additional repair work required will only be performed with your written authorization. The attached documents specify the items to be performed during routine maintenance visits.

PRO-AIR's price for the service agreement is (SEE ATTACHED RENEWAL). This agreement shall begin on _____ and shall continue for 1 year(s). Approximately sixty days prior to the anniversary date you will receive an Automatic Renewal notice indicating the new price for the agreement. This will automatically replace the existing agreement unless PRO-AIR is notified in writing prior to the anniversary date. There will be no changes to the coverage other than price without providing a complete Agreement revision.

Service Rates for items not covered by this agreement will be as follows:

Emergency Service Call (First 2 hours/month covered by Agreement) is \$70/hour.

Emergency Service Call (After Normal Working Hours) is \$105/hour.

Parts and Material will be marked up 1.5 times the cost.

Thank you very much for using **PRO-AIR, INC.** to provide your HVAC services. Please do not hesitate to call me with any questions or concerns you may have. I look forward to continuing our business relationship.

Sincerely,

Butch Pearson
Vice President

Signature: _____

Name/Title: _____

Date: _____