RESIDENTIAL HVAC PREVENTIVE MAINTENANCE AGREEMENT

Shay Mechanical, Inc. | PO Box 1252, Reidsville, NC 27320 | 336-392-0492

CUSTOMER & PROPOSAL INFORMATION

Customer Name: _____

Service Address: _____

City, State, ZIP: _____

Phone: _____

Email: _____

Effective Date: _____

Expiration Date: _____

Prepared By: Joseph Stewart, Owner / Operator / CEO

This proposal is valid for thirty (30) calendar days from the Effective Date. After expiration, Shay Mechanical, Inc. may revise pricing, terms, and conditions before acceptance.

RECOMMENDED PLAN: QUARTERLY MAINTENANCE - $225/YEAR

More frequent inspections help protect equipment, improve efficiency, and reduce unexpected breakdowns. A one-time maintenance service is also available for $125.

COVERED EQUIPMENT

This agreement covers one (1) residential HVAC system at the service address above. Additional systems, mini-splits, heat pumps, furnaces, package units, or other HVAC equipment require separate pricing and approval.

Equipment Type	Model Number	Serial Number
Outdoor Unit	_____	_____
Indoor Unit / Air Handler	_____	_____
Thermostat (Optional)	_____	_____

MAINTENANCE BENEFITS

- Priority scheduling and preferred response
- 10% discount on approved repairs
- Maintenance reports and recommendations
- Equipment condition documentation

PREVENTIVE MAINTENANCE SCOPE

- Filters, indoor and outdoor coils
- Refrigerant pressures, temperatures, and piping insulation
- Thermostat and electrical connections
- Capacitors, contactors, relays, disconnects, and breakers
- Blower, motor, compressor, and condensate drain
- General heating and cooling performance

EXCLUSIONS

Pricing excludes repairs, refrigerant, replacement parts, filters, equipment replacement, duct cleaning, controls or electrical upgrades, code corrections, and after-hours labor unless specifically authorized by the customer.

PLAN OPTIONS, PAYMENT & ACCEPTANCE

Service Option	Visits	Cost	Payment Schedule
One-Time Maintenance	1	$125 one-time	Due at time of service
Semi-Annual Maintenance	2/year	$175/year	Annual or two payments
Quarterly Maintenance ★ Preferred	4/year	$225/year	Annual, semi-annual, or quarterly

Prepayment Discount: Customers who pay an annual maintenance agreement in full at signing may receive a **3% discount**. The one-time service is not an annual agreement and is not eligible for this discount.

PLAN SELECTION

☐ One-Time Service - 1 visit - $125 one-time	☐ Semi-Annual Plan - 2 visits/year - $175/year	☐ Quarterly Plan - 4 visits/year - $225/year ★

Selected By: _____ **Date:** _____

CUSTOMER AUTHORIZATION

☐ I authorize Shay Mechanical, Inc. to perform the selected maintenance service or plan at the service address stated in this agreement.

By signing below, the parties acknowledge that they have reviewed and accept the selected service or plan, pricing, covered equipment, maintenance scope, exclusions, and payment terms stated in this agreement.

SIGNATURES

HOMEOWNER / CUSTOMER	SHAY MECHANICAL, INC.
Printed Name: _____	**Joseph Stewart, Owner / Operator / CEO**
Signature: _____	Signature: _____
Date: _____	Date: _____