

# **H&D; HOME CARE AND CLEANING SERVICES**

Bucksport, Maine | (207) 217-8650 | hdellis1975@gmail.com

## **HOME CARE AND CLEANING SERVICE AGREEMENT**

### **1. Purpose**

This Home Care and Cleaning Service Agreement (“Agreement”) is made between the Client and H&D; Home Care and Cleaning Services (“Service Provider”), owned by Holly Ellis of Bucksport, Maine.

### **2. Scope of Services**

The Service Provider agrees to provide professional home care and cleaning services, including but not limited to general cleaning, kitchen and bathroom care, laundry, organization, and related tasks.

### **3. Service Schedule**

Services will be provided on a schedule agreed upon by both parties. Changes must be made in writing.

### **4. Fees and Payment Terms**

All clients must maintain a valid credit or debit card on file. Payment is due as agreed. Late fees and suspension of service may apply to overdue balances.

### **5. Supplies and Equipment**

H&D; Home Care and Cleaning Services will provide cleaning products and equipment unless otherwise arranged.

### **6. Access to Premises**

Client must provide safe and reasonable access to the property. Lockout or missed access may incur fees.

### **7. Cancellation and Rescheduling Policy**

Cancellations made less than 48 hours in advance will result in a charge of one-quarter ( $\frac{1}{4}$ ) of the service fee. Cancellations made less than 24 hours in advance will result in a charge of one-half ( $\frac{1}{2}$ ) of the service fee, unless due to an emergency. Fees are charged to the card on file.

### **8. Conduct, Safety, and Harassment Policy**

If a client or household member makes any staff member feel uncomfortable, harassed, or sexually groomed, the staff member will contact Holly Ellis and will be directed to leave immediately. Law enforcement will be notified, and services may be terminated.

## **9. Term and Termination**

Either party may terminate this Agreement with seven (7) days' written notice, or immediately for cause such as nonpayment, unsafe conditions, or harassment.

## **10. Liability and Insurance**

The Service Provider maintains liability insurance. The Provider is not responsible for pre-existing damage, unstable property, or client-supplied products.

## **11. Confidentiality**

Both parties agree to keep all personal, financial, and medical information strictly confidential.

## **12. Independent Contractor Status**

The Service Provider is an independent contractor and not an employee of the Client.

## **13. Governing Law**

This Agreement is governed by the laws of the State of Maine.

## **14. Entire Agreement**

This Agreement constitutes the entire understanding between the parties and supersedes all prior discussions. Changes must be in writing and signed by both parties.

### **Signatures**

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client Name (Printed): \_\_\_\_\_

Service Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Holly Ellis

For: H&D; Home Care and Cleaning Services