

Roof Maintenance Contract

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|--|--|-------------------|-------|
| Submitted To: | | Contact: | Date: |
| Street: | | City, State, Zip: | |
| Job Location: | | Telephone: | |
| E-mail Address: | | Salesman: | |
| Existing Roof Type: | | Approx. Sq: | |
| Excludes:. | | | |
| Existing Roof Type: | | Approx. Sq: | |
| Excludes:. | | | |
| Biannual Maintenance | | | |
| Agreement Includes: | | | |
| • Biannual inspections of all roofs. This includes overall pictures with any repair or re-roof recommendations. | | | |
| • All roofs will be graded on a scale with a suggested timeline of roof replacement. | | | |
| • All inspection reports | | | |
| • Removal of all Debris on roofs. | | | |
| • Cleaning of all gutters. | | | |
| • Removal of any organic growth in gutters the or on roofs. | | | |
| • Caulking of any areas needed when rotheof is inspected. | | | |
| • Address any issues that are found during inspections. | | | |
| • Caulking of any open expansion joints. | | | |
| • Patching of any holes found in the roof upon inspections. | | | |
| • Replacement of any loose screws found upon inspection. | | | |
| • Inspection of the envelope of the building including windows, walls, AC units, and other areas on the outside of the building. | | | |
| • Inside of the building inspection to locate any existing problem areas or leaks. | | | |
| • 25% off of any repair not covered under the maintenance plan. | | | |
| • 24 Hour response on any roofing emergency. | | | |
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| The cost is calculated as follows: | | | |
| Square foot of the main building X .05 cents. | | | |
| Example: 150,000 square foot building would be 150,000 x .05 = \$7,500.00 | | | |
| | | | |
| Terms of Payment: | | | |
| No work will be performed if repair work is to exceed the above stated price. | | | |
| An estimate will be provided in this case. | | | |
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| Details of Agreement: | | | |
| • This agreement carries a term of one year and will automatically renew each year. | | | |
| • This agreement can be canceled at any time by the purchaser after the first year with written notice | | | |
| • If a new roof is needed during the year of the maintenance plan, the cost of that will be deducted from the new roof cost. | | | |
| | | | |
| Cost: | | | |
| Authorized Signature | | Date: | |