

# Service Agreement

*Thank you for choosing NextStep Support. This agreement will confirm our arrangements with you. Please take the time to carefully read and complete this Agreement and sign both copies. Keep one for your records and return one to us prior to the commencement of services.*

**Client Name:** \_\_\_\_\_

**Client Address:** \_\_\_\_\_

**Client Telephone Number:** \_\_\_\_\_

**Type of Service:** \_\_\_\_\_

**Term of Agreement:**

(Write "Ongoing Until Cancelled" if unknown)

**Bill Rate:**

(Write "Per Hour" or "Per Day")

See Invoices

**Responsible Payment Party:** \_\_\_\_\_

**Responsible Party's**

**Relationship with Client:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:**

Home

Cellular

**Email:** \_\_\_\_\_

Prior to the provision of services, our office will submit an invoice for your reference. Please review it carefully before signing and keep a copy for your records. All payments must be made in full prior to the commencement of service, except hourly services. **Employees are not paid directly.**

NextStep Support Inc. will if requested, forward invoices to the Client's insurance company, power of attorney for property, or trust as a courtesy only. The Client remains responsible for payment of fees to NextStep Support Inc.



# Service Agreement

Please call us between designated office hours if you wish to make any changes in your service arrangements or if you have any questions. We will be pleased to help you.

In addition to the above compensation, NextStep Support Inc. will be entitled to the following reimbursements: a) all extra travel expenses necessary for the execution of the program, except those included in regular pick up and drop off, including rail, taxi, bus, air, rental vehicles, and mileage in personal vehicles, which is charged at 40 cents per kilometer b) supplies and material necessary to execute an in-home program, c) any other direct or partial cost expenditure not listed will be evaluated on an individual basis and will be submitted in writing for approval prior purchase.

All overdue accounts will bear interest charges of 1.5% per month commencing 30 days after receipt of invoice. Clients are responsible for any legal fees and interest charges associated with collecting invoices in default.

The Client and/or Responsible Party agrees to indemnify NextStep Support Inc. and its employees from all liability, claims, damages and expenses arising out of any act or omissions by the Client and/or Responsible Party including injury, death, or damage to persons or property.

You will be notified in advance of any changes in our billing rates or terms of this agreement.

This agreement shall be construed in accordance with the laws of the Province of Ontario.

This agreement constitutes the entire agreement between the parties. Any terms not expressly set forth in this agreement are of no force or effect.

I/we understand the above terms and agree to assume responsibility for the payment of fees or charges for services provided by NextStep Support Inc.

**Print Name of Responsible Payment Party:**

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**Signature:**

**Date:**

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