



Costa Concierge Services
email: info@costaconcierge.es

Service Agreement

Date

Reservation: This agreement is made by

Property Address

..... Post Code.....

Telephone..... Fax Spanish Mob:

Client's Home / Other address.....

..... Post Code.....

Telephone..... Fax..... UK Mob:

Emergency contact number Email Address

In the event of an emergency and you/the client cannot be contacted. The maximum amount the company is authorised to spend on your behalf is: Euros

Authorising signature(s) Client (1) Client (2)

Services Ordered

Casa Care 1	Euros
Casa Care 2	Euros
Casa Care 3	Euros
Extra Service (1)	Euros
Extra Service (2).....	Euros
Extra Service (3).....	Euros
Extra Service (4).....	_____ Euros

Total additional Services _____ Euros = Initial Payment _____ Euros

The initial payment: The client agrees to pay the company by annual banker's standing order in advance; the first payment is due prior to this agreements commencement date and on each annual anniversary thereafter until this agreement is terminated by either party in accordance with the terms of agreement.

Terms of agreement

The Client agrees to this service agreement as detailed above and further agrees to the annual service charge as stated. The Client acknowledges that the termination of this agreement is subject to one months notice by either party. If the client terminates this agreement during the agreed service period the company is liable to refund a maximum of 50% of any remaining service charges. It is agreed that any extra authorised payments made by the company and/or the company's agents for goods and/or services in/or associated with the clients property or affects, the company will invoice the client on a monthly basis, The client agrees to make payment to the company in settlement of such invoice(s) for goods and services within 14 days of the invoice date. The word Client refers to the property own/person(s) making this agreement with the company. The word company refers to Roy Stevens trading as Costa Concierge Services. The word annual refers to twelve calendar months or one calendar year. The company's personnel /agents and suppliers will not be held responsible for damage and/or loss occurring to the client or the client's guests property and affects belonging to/or entrusted to them.

Signed and accepted by the Client(1)..... Full Name

Signed and accepted by the Client(2)..... Full Name

The company agrees to carrying out the services required by the company subject to the company's terms and conditions as stated on this agreement.

Signed on behalf of the CCS Full Name.....

Date..... Ref: