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To Whom It May Concern:

ANNUAL MAINTENANCE AGREEMENT

INFO DISTRIBUTION LIMITED Monthly Maintenance Agreement {MMA} for **Ltd.** This will handle all the problems associated with Personal Computers, Printers, UPS, and Scanners.

The contract shall be automatically renewed at expiration except otherwise agreed (in which case a notice of at least 2weeks would be given by either party).

Monthly Maintenance Agreement makes INFO DISTRIBUTION LIMITED responsible for repairing any malfunctioning component or unit. Your Company will be responsible for **the cost of purchase of any unit or parts that is faulty** as INFO DISTRIBUTION LTD will only bear the cost of labour.

INFO DISTRIBUTION LTD shall send an experience computer engineer to pay a constant visit to your office bi-monthly or make weekly phone call. This is in addition to responding to any emergency call. Such visits shall be made within 12 hours of the receipt of such a call during normal working day 10.00am – 5.00pm, MONDAY to FRIDAY 5 days a week. Beyond these periods response to calls will be within 24 hours

All officially complained faults are to be cleared within 72 hours. The maintenance duty remains binding on INFO DISTRIBUTION LTD as long as the client continues to meet the payment terms. Details of work done shall be submitted to the client at the end of every maintenance.

Within constraints of safety considerations, available tools, on site repairs shall be carried out in most cases while the hardware that can not be fully diagnosed and tested on site shall be moved to INFO DISTRIBUTION LTD office for repairs.

PAYMENTS TERMS

INFODIST will charge N 2,500.00 monthly on maintenance per Computer System

Thanks.

Signed this Day of 20.....

For: **INFO DISTRIBUTION LTD**