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To Whom It May Concern:

MONTHLY 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 **INFODIST** will only bear the cost of labour.

INFODIST 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 12hours of such a call during normal working day 9.00am – 5.00pm, 5days per week. Beyond these periods response to calls will be within 24hours.

All officially complained faults are to be cleared within 72hours. The maintenance duty remains binding on **INFODIST** as long as the client continues to meet the payment terms and no third party is involved, thereby voids the maintenance agreement. 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 **INFODIST** office for repairs.

PAYMENT TERMS

INFODIST will charge =N= 2,500.00 (Two Thousand Five Hundred Naira Only).monthly on maintenance per computer system.

Thanks.

Signed this Day of 20.....

For: **INFO DISTRIBUTION LTD**