

IT'S TOTALLY FINISHED

CONTRACT AGREEMENT

It's Totally Finished Auto Care Fleet Services

DRAFT AGREEMENT - NO EFFECTIVE DATE OR BINDING TERMS UNTIL ALL BLANKS ARE COMPLETED AND BOTH PARTIES SIGN

BUSINESS CONTACT	AGREEMENT INFORMATION
Address: TBD (to be determined) Hayward, California 94544 Phone: 510-384-8041	RE: Contract Agreement Agreement No.: _____ Date: _____

1. PARTIES AND MUTUAL AGREEMENT

This Contract Agreement (the "Agreement") is entered into by and between It's Totally Finished Auto Care Fleet Services (the "Service Provider") and the customer identified below (the "Customer"). Together, the Service Provider and Customer are the "Parties." The Parties intend to establish a mutual working relationship for professional pressure washing and vehicle-detailing services.

Customer / Company Legal Name: _____

Authorized Contact Person: _____

Business Address: _____

City, State, ZIP: _____

Phone Number: _____

Email Address: _____

Billing Contact (if different): _____

2. PURPOSE OF SERVICES

The Service Provider will support the Customer's daily operations by cleaning selected fleet vehicles while the Customer continues its normal business activities. Eligible vehicles may include cars, pickup trucks, work trucks, vans, buses, touring vehicles, limousines, and other agreed fleet vehicles. Service may be arranged for a fleet of 1 to 100 vehicles. The goal is to help the Customer maintain clean, orderly, and presentable vehicles for its employees and customers, based on the service level selected in writing.

The Parties appreciate the opportunity to work together in service of Greater Bay Area businesses, their employees, and their customers. This Agreement does not promise medical sanitization or elimination of every stain, odor, defect, or contaminant unless a specific written service standard is added and accepted by both Parties.

3. SERVICE PLAN - SECTIONS A THROUGH D

A. DESCRIPTION AND NUMBER OF VEHICLES

Before service begins, the Customer and Service Provider will identify the vehicle types, quantity, condition, location, requested service package, and any special instructions. Attach an additional fleet list if more space is needed.

Vehicle type / unit IDs	Quantity	Service requested	Notes / restrictions

Total Vehicles in Initial Service:

Service Location:

Water / Power / Access Notes:

B. DURATION, HOURS, AND TIME TO COMPLETE

The Parties will estimate the time required after reviewing the vehicles, selected services, site access, weather, and operational needs. An estimate is not a guarantee when vehicle condition or site circumstances differ from what was disclosed.

Estimated Start Date:

Estimated Service Window:

Estimated Hours per Visit:

Crew / Access Instructions:

C. CONTINUING SERVICE SCHEDULE

The Customer will select the desired service frequency. The final schedule is subject to mutual confirmation, site access, weather, and any written rescheduling policy below.

☐ Weekly	☐ Biweekly	☐ Monthly	☐ Quarterly
Preferred day(s):	Preferred time:	First visit:	Other:

D. INITIAL FLEET DISCOUNT

For an initial account allocation of 5 to 10 vehicles, the Service Provider may apply a written discount of 10% to 20%, as selected below. The approved percentage, eligible services, duration, and any limits must be completed before signing. The discount does not apply to taxes, third-party charges, added work, or specialty services unless stated.

Initial Vehicle Count (5-10):

Approved Discount (10%-20%):

Discount Applies To:

Discount Duration / Limit:

4. PRE-SERVICE CONSULTATION

Before the first service, the Service Provider and Customer will meet by Zoom, telephone, FaceTime, or another mutually agreed method to review the fleet, worksite, service goals, access requirements, schedule, pricing, and operational concerns. No recording is permitted unless everyone participating agrees.

Meeting Method:

Meeting Date / Time:

Customer Participants:

Service Provider Participants:

Key Decisions / Follow-up:

5. VEHICLE INSPECTION AND AUTHORIZATION

Each scheduled vehicle will receive a reasonable visual inspection before service. The Parties may document pre-existing damage, unusually heavy soil, loose parts, personal property, decals, sensitive equipment, or unsafe conditions. The Customer authorizes the Service Provider to photograph or video-record vehicle condition solely for inspection, quality-control, billing, or claim documentation. Public or marketing use requires separate written permission.

The Customer will identify vehicles approved for service, provide lawful access, remove or secure valuables and sensitive materials, and disclose known hazards or special care needs. The Service Provider may pause or decline unsafe or materially different work and will notify the Customer when practical. Added work requires Customer authorization.

6. SERVICES, PRICE, AND PAYMENT

Selected package / scope	Rate	Quantity	Subtotal
	\$		\$
	\$		\$
	\$		\$
Approved discount			\$
Taxes / approved added charges			\$
Estimated total			\$

Invoice Timing:

Payment Due:

Accepted Payment Method(s):

Late / Returned Payment Terms:

7. SCHEDULING, CHANGES, AND CANCELLATION

Either Party will communicate schedule changes as soon as reasonably possible. Weather, site conditions, unavailable vehicles, blocked access, safety concerns, or events outside reasonable control may require rescheduling. Any cancellation fee, minimum charge, notice period, or contract term applies only if completed below and accepted by both Parties.

Minimum Notice for Changes:

Cancellation / Minimum Charge:

Agreement Term:

Renewal / End-of-Service Notice:

8. CARE, CLAIMS, AND RESPONSIBILITY

The Service Provider will use reasonable professional care and commercially appropriate methods. The Customer must report claimed damage or a material service concern promptly, with supporting details, so the Service Provider has a fair opportunity to inspect and address it. Neither Party is responsible for pre-existing damage, ordinary wear, concealed defects, items not disclosed, or loss caused by the other Party's negligence or willful misconduct. Any specific insurance requirement or agreed limit of responsibility must be written below.

Claim Notice Period:
Insurance / Certificate
Requirement:

Special Responsibility Terms:

9. STANDARD AGREEMENT TERMS

Independent contractor. The Service Provider is an independent contractor and does not become the Customer's employee, agent, partner, or joint venturer by this Agreement.

Entire agreement and changes. This Agreement, its completed service plan, pricing, and signed attachments contain the Parties' agreement. A change must be in writing and accepted by authorized representatives of both Parties. If there is a conflict, a later signed addendum controls.

Authority; electronic copies. Each signer states that they are authorized to bind the identified Party. Signatures exchanged electronically or in counterparts may be treated as originals to the extent permitted by law.

Governing law. California law governs this Agreement. Venue, if the Parties wish to state it here, will be in _____ County, California. Before litigation, the Parties agree to make a good-faith effort to discuss and resolve a dispute.

Severability and no waiver. If one provision is unenforceable, the remaining provisions remain effective to the extent allowed by law. A delay in enforcing a right is not a waiver.

10. ADDITIONAL TERMS OR ATTACHMENTS

Attachments (check all that apply): ☐ Fleet List ☐ Pricing Sheet ☐ Service Specifications ☐ Site Rules ☐ Other: _____

11. ACCEPTANCE AND SIGNATURES

By signing below, the Parties acknowledge that they have reviewed this Agreement, completed the material blanks, received any listed attachments, and agree to the final written terms.

SERVICE PROVIDER	CUSTOMER
It's Totally Finished Auto Care Fleet Services	Legal name: _____
By: _____	By: _____
Printed name: Martin L. Sharp	Printed name: _____
Title: Founder & CEO	Title: _____
Date: _____	Date: _____
Phone: 510-384-8041	Phone: _____
Email: _____	Email: _____

BUSINESS DRAFT: This form is intended as a practical starting point and is not legal advice. The Parties should obtain California legal and insurance review before using it as a binding contract.