COMMERCIAL LANDSCAPE MAINTENANCE AGREEMENT

MASTER TEMPLATE - WASHINGTON STATE

CLIENT / PROPERTY	AGREEMENT
Client legal name: [CLIENT LEGAL NAME]	Proposal / Agreement #: [NUMBER]
Property / community: [PROPERTY NAME]	Prepared date: [DATE]
Service address: [ADDRESS, CITY, WA ZIP]	Service start date: [DATE]
Client contact: [NAME / TITLE]	Initial term: [12 MONTHS / OTHER]
Email / phone: [EMAIL / PHONE]	Renewal: [MONTH-TO-MONTH / ANNUAL / OTHER]

COMMERCIAL MAINTENANCE INVESTMENT		
Annual contract amount before tax	$ [ANNUAL]	
Monthly installment before tax	$ [MONTHLY]	12 equal installments unless stated otherwise
Washington retail sales tax	[APPLICABLE RATE]	Added to invoices as required by law
Estimated monthly total incl. tax	$ [TOTAL]	

Agreement structure. This document is designed to be the controlling client-facing agreement for recurring commercial landscape maintenance. The selected scope, frequencies, property map, annual service schedule, approved alternates, and written change orders are incorporated into this Agreement. The corresponding Jobber quote may summarize pricing and reference this Agreement rather than restating every service detail.

Service standard. Primed Landscaping will perform the services expressly included below in a professional manner consistent with the stated frequency, seasonal conditions, site access, and the limitations of this Agreement. Services not expressly included are excluded unless approved in writing as Extra Work.

AGREEMENT COMPONENTS

A	**Agreement Summary & Acceptance**	Client, property, term, pricing, signatures
B	**Scope of Services**	What is included and the service standard
C	**Annual Service Schedule**	Monthly frequency matrix used for scheduling and QC
D	**Property-Specific Requirements**	Map, access, exclusions, priorities, special instructions
E	**Terms & Conditions**	Payment, changes, risk allocation, termination, compliance
F	**Attachments**	Site maps, approved exhibits, required notices, insurance documents as applicable

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EXHIBIT A - SCOPE OF SERVICES

Complete only the services sold for the property. Delete or mark "Not Included" for all others. Frequencies shown below are placeholders to be customized for each contract.

1. Site Visits & General Appearance

SERVICE	FREQUENCY	STANDARD / INCLUDED WORK
Scheduled site visits	[WEEKLY / BI-WEEKLY / CUSTOM]	Crew will service contracted areas at the agreed frequency. Exact service day may change due to weather, holidays, routing, access, or operational conditions.
Final cleanup / blowing	[EACH VISIT]	Blow or sweep contracted hard surfaces adjacent to maintained landscape areas; remove routine clippings and minor landscape debris generated by service.
Litter policing	[EACH VISIT / NOT INCLUDED]	Pick up routine incidental litter in contracted landscape areas. Dumped items, hazardous materials, furniture, appliances, construction debris, needles, biohazards, and excessive trash are excluded.
Hazard / deficiency reporting	[EACH VISIT]	Report observed landscape hazards, irrigation issues, storm damage, dead or failing plant material, or conditions requiring work outside the contracted scope.

2. Turf Management

SERVICE	FREQUENCY	STANDARD / INCLUDED WORK
Mowing	[FREQUENCY / SEASON]	Mow contracted turf at a height appropriate to turf type, weather, and site conditions. Alternate mowing direction where practical. Mulch clippings when appropriate; disperse or remove excessive clippings as needed.
String trimming	[FREQUENCY]	Trim turf inaccessible to mowers around trees, posts, fences, walls, valve boxes, and similar obstacles to match the surrounding turf.
Edging	[FREQUENCY]	Maintain defined turf edges along sidewalks, curbs, paved surfaces, and landscape beds. Remove resulting debris.
Turf fertilization	[# APPLICATIONS / YEAR / NOT INCLUDED]	Apply selected fertilizer at appropriate seasonal timing and label rates when included.
Turf broadleaf weed control	[FREQUENCY / NOT INCLUDED]	Spot or broadcast treatment only when included and when legally permitted; pesticide applications require properly licensed personnel/company where applicable.
Aeration / overseeding / moss / lime	[INCLUDED DETAILS / NOT INCLUDED]	Only included if specifically stated in the annual schedule or approved as Extra Work.

3. Bed, Shrub & Groundcover Care

SERVICE	FREQUENCY	STANDARD / INCLUDED WORK
Bed maintenance	[FREQUENCY]	Maintain contracted ornamental beds by raking/detailing as needed and removing routine landscape debris.
Weed control	[FREQUENCY]	Control weeds by hand removal, mechanical methods, and/or lawful targeted applications as specified. A completely weed-free condition is not guaranteed.
Pre-emergent	[# APPLICATIONS / YEAR / NOT INCLUDED]	Apply to designated bed areas when included, subject to label, weather, and site conditions.
Shrub / hedge pruning	[AS NEEDED / FREQUENCY]	Prune or shear included shrubs and hedges to maintain intended form, clearance, health, and a consistent appearance.

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SERVICE	FREQUENCY	STANDARD / INCLUDED WORK
Groundcover	[AS NEEDED / FREQUENCY]	Trim included groundcover to maintain boundaries and reduce encroachment.
Perennials	[DETAILS / NOT INCLUDED]	Seasonal cutback or other perennial care only as specifically included.

4. Tree Management

SERVICE	FREQUENCY	STANDARD / INCLUDED WORK
Small ornamental tree pruning	[AS NEEDED / NOT INCLUDED]	Routine pruning limited to trees/branches safely serviceable from the ground with standard hand or pole tools, generally up to [12] feet unless otherwise stated.
Clearance pruning	[AS NEEDED]	Maintain reasonable clearance from walkways, signs, parking areas, and access points where included.
Excluded tree work	NOT INCLUDED UNLESS LISTED	Climbing, aerial-lift work, large limb removal, hazard-tree assessment, removal, stump grinding, utility-line work, and specialty arboriculture are Extra Work unless expressly included.

5. Irrigation Management

SERVICE	FREQUENCY	STANDARD / INCLUDED WORK
Observational monitoring	[EACH VISIT / NOT INCLUDED]	Observe obvious irrigation problems encountered during routine service. This is not a complete system test unless stated below.
Spring activation	[1X / NOT INCLUDED]	Activate and inspect included irrigation system for seasonal operation.
Scheduled system inspection	[MONTHLY / OTHER / NOT INCLUDED]	Run designated zones, visually check operation and coverage, and document observed defects.
Controller adjustments	[AS NEEDED / NOT INCLUDED]	Adjust watering schedule based on seasonal conditions when controller access and authority are provided.
Winterization	[1X / NOT INCLUDED]	Shut down and winterize included system as specified. Freeze damage is not guaranteed against.
Backflow testing	[INCLUDED / NOT INCLUDED]	Testing/certification only if specifically included and performed by appropriately qualified personnel.

6. Seasonal / Ancillary Services

SERVICE	FREQUENCY	STANDARD / INCLUDED WORK
Leaf management	[SEASONAL FREQUENCY]	Remove or consolidate leaves from contracted landscape areas as specified. Extraordinary storm accumulation may be Extra Work.
Retention / detention areas	[FREQUENCY / NOT INCLUDED]	Service only the areas and tasks specifically identified on the site map or annual schedule.
Field / rough mowing	[FREQUENCY / NOT INCLUDED]	Mow designated field areas to the stated height/frequency.
Trash cans	[FREQUENCY / NOT INCLUDED]	Check designated receptacles, replace liners, and remove ordinary bagged waste only if included.
Pet waste stations	[FREQUENCY / NOT INCLUDED]	Refill bags and empty station receptacles only if included; property-wide pet waste pickup is excluded unless stated.
Seasonal color / bark / mulch	[DETAILS / NOT INCLUDED]	Enhancement services only when expressly included in the annual contract amount or separately approved.

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EXHIBIT B - ANNUAL SERVICE SCHEDULE

This matrix is the operational source for non-weekly work. Enter the number of planned occurrences in each month. A "0" means the service is not scheduled that month. Use notes for seasonal windows or condition-based work.

Service	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
Site visits	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Mowing	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Edging / trimming	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Blow / final cleanup	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Turf fertilizer	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Turf weed control	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Bed maintenance	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Pre-emergent	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Post-emergent / hand weeding	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Shrub / hedge pruning	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Groundcover trimming	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Small tree pruning	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Leaf removal	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Irrigation activation	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Irrigation monitoring	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Irrigation winterization	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Backflow testing	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Trash cans	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Pet waste stations	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Field mowing	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Retention / detention area	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Quarterly site review	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Other: _____	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Scheduling note: Frequencies are service commitments, not guarantees of a specific weekday unless expressly stated. Primed may reasonably shift service dates for weather, holidays, access, routing, safety, or operational conditions while maintaining the contracted service quantity over the applicable period where practicable.

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EXHIBIT C - PROPERTY-SPECIFIC SERVICE PLAN

This exhibit prevents ambiguity between the signed contract, Jobber, the crew checklist, and quality-control review.

PROPERTY CONTROL ITEM	PROPERTY-SPECIFIC INFORMATION
Primary client contact	[NAME / TITLE / PHONE / EMAIL]
Billing contact	[NAME / EMAIL / AP / PORTAL]
Authorized approver(s) for Extra Work	[NAME(S) / APPROVAL LIMITS]
Normal service day / window	[DAY / WINDOW / FLEXIBLE]
Gate / access / parking instructions	[DETAILS]
Water / irrigation controller access	[DETAILS]
Restroom / staging / equipment restrictions	[DETAILS]
Noise / HOA / tenant restrictions	[DETAILS]
Sensitive areas / no-spray areas	[DETAILS]
Known hazards	[DETAILS]
Priority presentation areas	[ENTRANCE / CLUBHOUSE / LEASING / ETC.]
Included landscape boundaries	[REFERENCE SITE MAP / DESCRIPTION]
Excluded areas	[DESCRIPTION]
Client-provided materials / responsibilities	[DETAILS]
Photo / reporting requirements	[DETAILS]
Other special instructions	[DETAILS]

SITE MAP / SERVICE BOUNDARIES

Attach a marked property map showing, as applicable: turf, beds, field/pond areas, trash cans, pet stations, irrigation controllers, priority areas, exclusions, access points, and any location-specific instructions. The attached map becomes part of this Agreement when initialed or electronically accepted by both parties.

QUALITY & COMMUNICATION STANDARD

Primed will maintain an internal property checklist derived from this Agreement. The crew lead is expected to verify required tasks for each visit, document exceptions, and provide service documentation as established by Primed's quality-control process. Internal checklists are operational tools and do not expand the contracted Scope of Services.

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EXHIBIT D - TERMS & CONDITIONS

These terms apply unless a property-specific addendum signed by both parties expressly changes them.

1. Agreement Documents; Order of Precedence

The Agreement consists of the signed Agreement Summary, Scope of Services, Annual Service Schedule, Property-Specific Service Plan, site maps, written addenda, and approved written change orders. If a Jobber quote or invoice summarizes the work, this signed Agreement controls the detailed recurring scope unless the later document expressly states that it amends this Agreement.

2. Term; Renewal

The initial term begins on the Service Start Date and continues for the period stated on the Agreement Summary. At the end of the initial term, the Agreement will [renew month-to-month / renew for successive annual terms / expire] as selected on the Agreement Summary, unless terminated in accordance with this Agreement.

3. Service Frequency; Seasonal Variability

Landscape needs vary by season, weather, plant growth, and site conditions. “Weekly,” “bi-weekly,” “monthly,” and similar frequencies describe the intended recurring service cadence or quantity. Specific service dates may shift. Mowing, pruning, chemical applications, irrigation work, and other tasks may be delayed, modified, or skipped when performance would be unsafe, unlawful, damaging, ineffective, or impractical due to weather, saturated soil, drought restrictions, smoke, snow/ice, site access, or similar conditions.

4. Annualized Monthly Billing

Unless otherwise stated, the annual contract price is divided into twelve equal monthly installments for budgeting convenience. Equal monthly billing does not mean an equal amount of labor is performed each month. Peak-season and off-season workload is intentionally balanced across the contract year.

5. Taxes

Applicable Washington retail sales tax will be added to taxable charges based on the location where the service is performed, unless the Client provides valid documentation supporting a lawful exemption or resale treatment. Tax rates may change without amendment to the pre-tax contract price.

6. Invoicing; Payment

Invoices are issued [DATE / TIMING] and are due [NET 15 / NET 30 / OTHER]. Accepted payment methods: [ACH / CHECK / CARD / OTHER]. Client is responsible for third-party portal or payment-processing fees charged to Primed when stated on the invoice or approved onboarding documents. Past-due balances may be assessed a lawful late charge of [AMOUNT / RATE], if stated on the invoice or Agreement Summary.

7. Suspension for Nonpayment

If an undisputed balance remains unpaid beyond [30/45] days after the due date, Primed may suspend services after reasonable notice. Suspension for nonpayment does not waive amounts already earned or approved. The parties will coordinate a restart date after the account is brought current.

8. Price Adjustments

Primed may propose a price adjustment at renewal to reflect labor, fuel, disposal, insurance, materials, taxes, regulatory costs, or scope/condition changes. Any increase during a fixed initial term requires written agreement unless caused by a Client-requested scope change, newly imposed tax/fee, or other adjustment expressly authorized in this Agreement.

9. Extra Work; Change Orders

Work not expressly included in the Scope of Services is Extra Work. Primed will obtain written approval before performing chargeable Extra Work except for: (a) emergency measures reasonably necessary to prevent imminent injury or significant property damage when the authorized contact cannot be reached, subject to a pre-authorized emergency limit of $[AMOUNT]; or (b) a separately stated pre-authorization in this Agreement. Email, client portal approval, Jobber approval, or signed change order constitutes written authorization.

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10. Exclusions

Unless expressly included, the contract excludes: major storm cleanup; removal of fallen trees or large limbs; tree climbing/aerial work; stump grinding; replacement of dead or missing plants; invasive/noxious weed eradication; pest/animal control; mole control; soil testing; moss/algae treatment; specialty pruning; deadheading; planting/design; bark/mulch installation; hardscape repair; drainage repair; irrigation repairs; backflow repair; snow/ice service; hazardous/biohazardous waste; dumped items; construction debris; and work outside mapped service areas.

11. Existing Conditions; No Guarantee of Plant Survival

Primed is not responsible for pre-existing defects, concealed conditions, improper prior installation, soil deficiencies, disease, pests, irrigation defects, drainage problems, vandalism, animal damage, vehicle damage, extreme weather, utility failure, water restrictions, or other conditions outside Primed's reasonable control. Primed does not guarantee plant or turf survival, color, density, flowering, or freedom from weeds/pests unless a separate written warranty expressly provides otherwise.

12. Client Responsibilities

Client will provide lawful and reasonably safe access to the work areas; identify known hazards and restricted areas; provide gate/lock/controller access; keep vehicles, personal property, residents, tenants, guests, and pets reasonably clear of active work areas; maintain adequate water availability when irrigation/watering is the Client's responsibility; and promptly report observed irrigation failures or unsafe conditions. Delays or added labor caused by denied access or unprepared work areas may be rescheduled or quoted as Extra Work.

13. Irrigation

Unless enhanced irrigation monitoring is specifically included, irrigation observations are incidental to routine landscape service and are not a comprehensive system inspection. Primed will document obvious defects observed. Repairs are Extra Work unless caused directly by Primed's negligent performance. Client remains responsible for water supply, utility charges, concealed piping, controller power/connectivity, and system defects not caused by Primed.

14. Pesticides / Herbicides / Fertilizers

Chemical applications will be performed only when included and legally permitted. Primed may select products and timing based on label requirements, weather, site conditions, and applicable law. Client will disclose known sensitive areas, notification requirements, or contractual restrictions before service. Applications requiring a Washington pesticide license will be performed only through appropriately licensed personnel/company. Client will follow any watering, re-entry, or other instructions provided.

15. Debris; Hazardous Materials

Routine landscape debris generated by included maintenance will be handled as stated in the scope. Primed is not required to handle needles, sharps, human waste, chemicals, weapons, suspected hazardous materials, or other unsafe waste. The affected area may be skipped until made safe by the Client or a qualified third party.

16. Property Damage

Primed will use reasonable care around property and improvements. Client must identify concealed or unusually fragile items in or near work areas, including shallow utilities, irrigation, low-voltage wiring, lighting, invisible fencing, drainage, private lines, and decorative features. Primed is responsible for direct physical damage to the extent caused by Primed's negligent acts or omissions, subject to applicable law and the limitations below.

17. Limitation of Damages

To the fullest extent permitted by law, neither party will be liable to the other for special, incidental, indirect, exemplary, or consequential damages arising from this Agreement, including lost profits or loss of use, except to the extent such limitation is prohibited by law. Nothing in this Agreement limits liability that cannot lawfully be limited.

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18. Indemnity

Each party is responsible for its own negligent acts and omissions. To the extent permitted by Washington law, each party will indemnify and hold the other harmless from third-party claims, damages, or expenses to the extent caused by the indemnifying party's negligence, willful misconduct, or breach of this Agreement. This clause is intended to allocate responsibility proportionately and not to require indemnification for another party's sole negligence where prohibited by law.

19. Insurance; Licensing

Primed will maintain the licenses, registrations, and insurance required for the work it actually performs. Evidence of insurance may be provided upon reasonable request. Any specialty service requiring additional licensing or certification will be performed only when Primed or its approved provider is properly qualified.

20. Subcontractors

Primed may use qualified subcontractors or specialty providers for portions of the work when permitted by law and the applicable contractor classification. Primed remains responsible for coordinating subcontracted work included in Primed's contracted scope.

21. Safety; Right to Stop Work

Primed controls its means and methods of work and may stop or postpone work when conditions are unsafe, unlawful, inaccessible, or likely to cause unreasonable property damage. Client will not direct Primed personnel to perform unsafe work or work outside the contracted scope.

22. Force Majeure

Neither party is liable for delay or failure to perform, other than payment obligations for work already performed, caused by events beyond reasonable control, including severe weather, wildfire/smoke, natural disaster, governmental action, labor disruption, material shortage, utility interruption, epidemic, or similar event. Performance deadlines will be reasonably extended while the condition continues.

23. Termination

Either party may terminate this Agreement by giving [30] days' written notice unless a different period is stated on the Agreement Summary. Client remains responsible for amounts earned through the effective termination date, approved Extra Work, materials specially ordered, and any expressly stated reconciliation for annualized services already performed. Primed will credit any unearned prepaid recurring service amounts, if applicable.

24. Annualized-Service Reconciliation at Early Termination

If the monthly fee is an average of seasonally unequal work and the Agreement ends before completion of the contract year, the parties may reconcile the account using the attached Annual Service Value Schedule, if one is included. No early-termination reconciliation applies unless that schedule is completed and incorporated into the signed Agreement.

25. Complaints; Opportunity to Correct

Client should report service concerns promptly and with reasonable detail. For a correctable maintenance deficiency within Primed's scope, Primed will be given a reasonable opportunity to inspect and correct the issue before Client hires others to perform the same corrective work, except in an emergency.

26. Dispute Resolution; Washington Law

The parties will first attempt in good faith to resolve disputes through their designated business representatives. If unresolved, either party may request non-binding mediation before filing suit. This Agreement is governed by Washington law. Venue for court proceedings will be in a Washington county having proper jurisdiction and a reasonable connection to the parties or property, unless the parties later agree otherwise in writing.

27. Notices

Contract notices, including termination notices, must be sent to the email or mailing address listed on the Agreement Summary (or a later address provided in writing). Routine service communications may occur through email, phone, text, Jobber, or the Client's designated portal.

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28. Assignment; Property Management Changes

Neither party may assign this Agreement without the other party's written consent, except to a successor in connection with a sale or reorganization of substantially all relevant business or property interests, subject to applicable law. Client will promptly notify Primed of a change in property manager, ownership contact, billing portal, or approval authority.

29. Entire Agreement; Amendments; Waiver

This Agreement and its incorporated exhibits are the entire agreement regarding the recurring services described and supersede prior oral or written discussions on that subject. Amendments must be in writing and accepted by both parties. A failure to enforce a provision once does not waive future enforcement.

30. Severability; Electronic Signatures; Counterparts

If any provision is held unenforceable, the remaining provisions remain in effect to the extent allowed by law. Electronic signatures and approvals are intended to have the same effect as originals. This Agreement may be signed in counterparts.

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EXHIBIT E - WASHINGTON COMPLIANCE & CONTRACT ADMINISTRATION

Use this page as an internal/client-facing compliance checklist. It is not a substitute for legal or tax advice and should be reviewed for the actual services and contract value.

ITEM	REQUIRED ACTION	STATUS
Washington contractor registration	Insert Primed's active registration number on estimates/bids and business communications when contractor-registration law applies. For qualifying commercial construction projects, attach the Washington L&I; Model Disclosure Statement when required.	☐ Complete ☐ N/A
Washington sales tax	Landscape and lawn-maintenance services to commercial clients are generally retail services subject to Washington retail sales tax based on the job location, unless a valid exemption or reseller treatment applies.	☐ Complete ☐ N/A
Pesticide licensing	If Primed applies pesticides/herbicides to another's property, confirm the company and applicator/operator hold the Washington licenses required for the application category and maintain required records.	☐ Complete ☐ N/A
Insurance / COI	Attach current Certificate of Insurance when required by the client, property manager, HOA, GC, or contract.	☐ Complete ☐ N/A
W-9 / vendor onboarding	Provide current W-9 and complete required vendor portal forms before the first invoice where requested.	☐ Complete ☐ N/A
Site map	Attach and label all included/excluded areas. The map should match the employee property checklist.	☐ Complete ☐ N/A
Contract-to-checklist audit	Before first service, verify every recurring obligation in the signed agreement appears in the property service calendar and employee checklist.	☐ Complete ☐ N/A
Jobber setup	Create Jobber quote referencing this signed Agreement; obtain approval/signature; convert to recurring job; enter service cadence, notes, required photos, and non-weekly scheduled tasks.	☐ Complete ☐ N/A

PRIMED LANDSCAPING BUSINESS INFORMATION

Legal entity	Primed Construction LLC DBA Primed Landscaping
Washington contractor registration #	PRIMEL*741MT
UBI #	[redacted]
Business address	[redacted]
Phone / email	[redacted]
General liability insurance	[redacted]
Primary account manager	[redacted]

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OPTIONAL EXHIBIT F - ANNUAL SERVICE VALUE / EARLY TERMINATION RECONCILIATION

Use only when the monthly fee is intentionally averaged across a seasonally unequal annual workload and Primed wants an objective reconciliation if the contract ends early. If this exhibit is left blank or marked N/A, no reconciliation under Section 24 applies.

Month	Planned Service Value	Monthly Installment	Difference	Cumulative Difference
January	$ [ ]	$ [ ]	$ [ ]	$ [ ]
February	$ [ ]	$ [ ]	$ [ ]	$ [ ]
March	$ [ ]	$ [ ]	$ [ ]	$ [ ]
April	$ [ ]	$ [ ]	$ [ ]	$ [ ]
May	$ [ ]	$ [ ]	$ [ ]	$ [ ]
June	$ [ ]	$ [ ]	$ [ ]	$ [ ]
July	$ [ ]	$ [ ]	$ [ ]	$ [ ]
August	$ [ ]	$ [ ]	$ [ ]	$ [ ]
September	$ [ ]	$ [ ]	$ [ ]	$ [ ]
October	$ [ ]	$ [ ]	$ [ ]	$ [ ]
November	$ [ ]	$ [ ]	$ [ ]	$ [ ]
December	$ [ ]	$ [ ]	$ [ ]	$ [ ]

Reconciliation method: [DESCRIBE EXACTLY HOW CREDIT OR FINAL BILLING IS CALCULATED]. Client initials: _____ Primed initials: _____

OPTIONAL ATTACHMENTS

☐ Site map & service boundaries ☐ Property photos ☐ Annual enhancement schedule ☐ L&I; Model Disclosure Statement (when required) ☐ COI ☐ W-9 ☐ Client vendor requirements

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AGREEMENT ACCEPTANCE

By signing below, the parties acknowledge that they have reviewed and accept this Agreement, including all completed exhibits and attachments identified as incorporated into it. The signer represents that they are authorized to bind the named party.

CLIENT	PRIMED LANDSCAPING
Legal name: [CLIENT LEGAL NAME]	Primed Construction LLC DBA Primed Landscaping
Authorized signer: _____	Authorized signer: _____
Title: _____	Title: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

JOBBER CROSS-REFERENCE

Recommended Jobber line item: “Commercial Landscape Maintenance - recurring services performed in accordance with the executed [PROPERTY NAME] Commercial Landscape Maintenance Agreement dated [DATE], including its incorporated exhibits and approved amendments. Monthly price: $[AMOUNT] plus applicable tax.”

INTERNAL ACTIVATION - DO NOT SEND AS CLIENT OBLIGATION

1.	Signed agreement received	☐
2.	Jobber quote approved/signed	☐
3.	Recurring job created	☐
4.	Annual service matrix entered	☐
5.	Property map attached	☐
6.	Employee-facing checklist created from contract	☐
7.	Every contract obligation mapped to checklist/calendar	☐
8.	Required visit photos configured	☐
9.	Access instructions entered	☐
10.	First service scheduled	☐
11.	QC audit date scheduled	☐

Template note: This master form is designed for recurring commercial/HOA/apartment landscape maintenance in Washington. It should be customized to the actual property, services, contract value, and Primed's current licenses/insurance before signature. Have Washington counsel review the master legal terms before adopting it company-wide.

Sample template — sensitive business details redacted