

Lock and Locker Maintenance Service Agreement



Generations of Trusted Solutions
Athletic & Institutional Equipment

In order to provide the highest level of service H.E. Hodge Co has partnered with the premier provider of locker maintenance services, National Lock & Locker, LLC (NLL). H.E. Hodge will apply it's knowledge of the installation with the technical expertise of NLL to provide the optimum level of service.

Services to be provided by NLL will include:

- Inspect, tighten, align, lubricate and replace missing nuts and bolts for each locker under this service agreement.
 - Inspect each lock and set new combination for the next school year.
 - Replace or repair any broken locks. If a lock must be replaced, it will be billed on the invoice for that year.
 - Labor to install missing or broken locker parts, such as hinges, handles or striker plates, will be included as part of this service agreement. The part such as hinges, handles or striker plates, will be included as part of this service agreement. The parts will be billed on the service invoice for that year.
 - All additional charges for any parts will be itemized on the invoice.
 - Provide Student Assignment Cards and Office Combination Sheets for the current school year.
 - After lockers have been assigned, school personnel should make a list of any issues with the locker system. At that time the list will be addressed by a representative of NLL.
- * *This document is a Service Agreement describing services performed for payment rendered only*

Service Agreement: Effective Date: _____ School Rep Initials: _____

NLL. will perform the above listed services. When the service has been completed, an invoice will be provided to the party listed below. Payment will be made within 30 days of the start of the school year unless an alternate time frame has been discussed and agreed upon by NLL. will require a minimum 3-year contract for all new accounts in lieu of a setup charge. The initial price will be locked in for that length of service.

Lock Lease Agreement: Effective Date: _____ School Rep Initials: _____

NLL. will provide and install in-door combination locks, along with the services listed above. The locks remain the property of NLL. and shall be removed upon termination of this agreement. A minimum 5-year contract for all new accounts is required in lieu of installation of setup charges.

Annual Rate & Length of Service:

_____ Locker Maintenance or Lock Lease @ \$ _____ per Locking Opening=\$ _____
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Authorization:

This agreement will cover the school years: _____ to _____. After such term this agreement automatically renews each year unless cancelled by either party. To cancel this service, notice must be given prior to April 1. Such notice is required in order to prevent preparation of computer records and other system planning for the current school year. After the initial term, NLL retains the right to moderately increase the price rate for its services.

School: _____ Phone: _____

Address: _____

By: _____ Date: _____

NLL Representative: _____

Item Needed: _____ Master Records: _____ Previous Year Sheets: _____

Please fax this form to 770-205-8318 atten: Jeff Hodge or email to jhodge@hehodge.com